# Pool/Spa/Special Use Pool

## User's Manual

# Pool/Spa/Special Use Pool

Health District Information System
HDIS (Windows Ver. 4.0 )

Copyright © 1998 by **CHC** Software, Inc
All Rights Reserved

CHC **Software, Inc.**
**Health District Information Systems**
**helpdesk@hdis.org**

# Table of Contents

Introduction ..... 1
About This Manual ..... 1
Navigation ..... 2
Entering a Pool/Spa/Special Use Pool ..... 4
Person to Contact ..... 6
Licensing Information ..... 7
Pool Information ..... 9
Inspections ..... 10
GIS/GPS ..... 16
Print Button ..... 17
How to Void a License ..... 18
Reports ..... 19
Maintenance - Add/Delete/Modify Tables ..... 21

# Introduction

This program is designed to assist you in organizing a systematic approach to entering your pools/spas/special use pools and provides accurate up-to-date records within your health district.

Please review the manual carefully to obtain the maximum benefits. **Little or no prior computer experience is necessary to operate this program.**

# About This Manual

***The Pool/Spa/Special Use Pool Module*** is simple to use. ***The maximum benefit with the least time spent will be obtained if you start at the first page of this manual and follow the directions exactly as you enter the first record in your computer.***

Square boxes in this manual surround the key you are to press on your keyboard. As an example, when you read , [ENTER] press the **enter** key on your keyboard.

The word **TYPE** is followed by bracketed **[ ]** instructions of what to type into a field.

Note: **For Technical Support, email: helpdesk@hdis.org**

# Navigation

Whenever you see one click the left side of your mouse once.

Whenever you see two click the left side of your mouse twice.

## Navigation Keys For Entering Information

**Tab** or **ENTER** to move to next field

**Shift** **Tab** or **Up** to go back one field

**Alt** + **R** places you in the receipt screen.

## Editing Keys

**Backspace** deletes one character left of cursor

**Delete** deletes one character

**Insert** inserting & overwriting modes

When you see a pull-down field, click the arrow to the right to view all your choices.

# Starting HDIS

## MICROSOFT Windows Users

**Start**

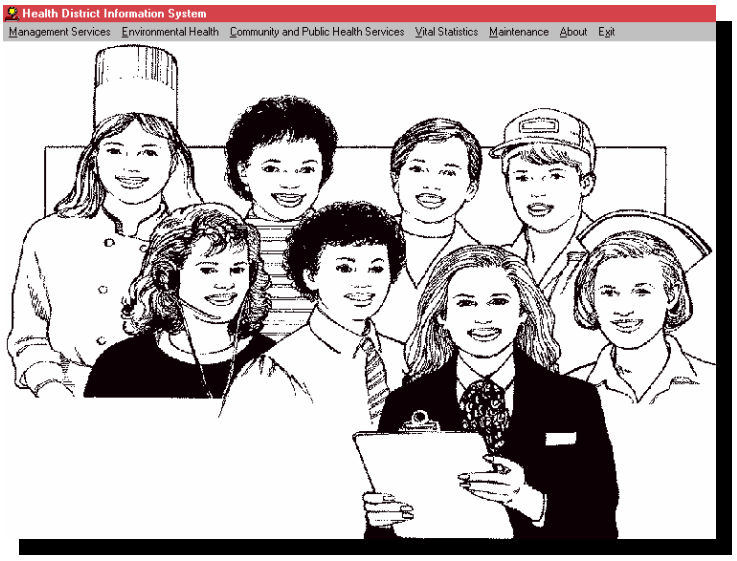
**Programs**

**Health District Info Systems**

**HDIS**

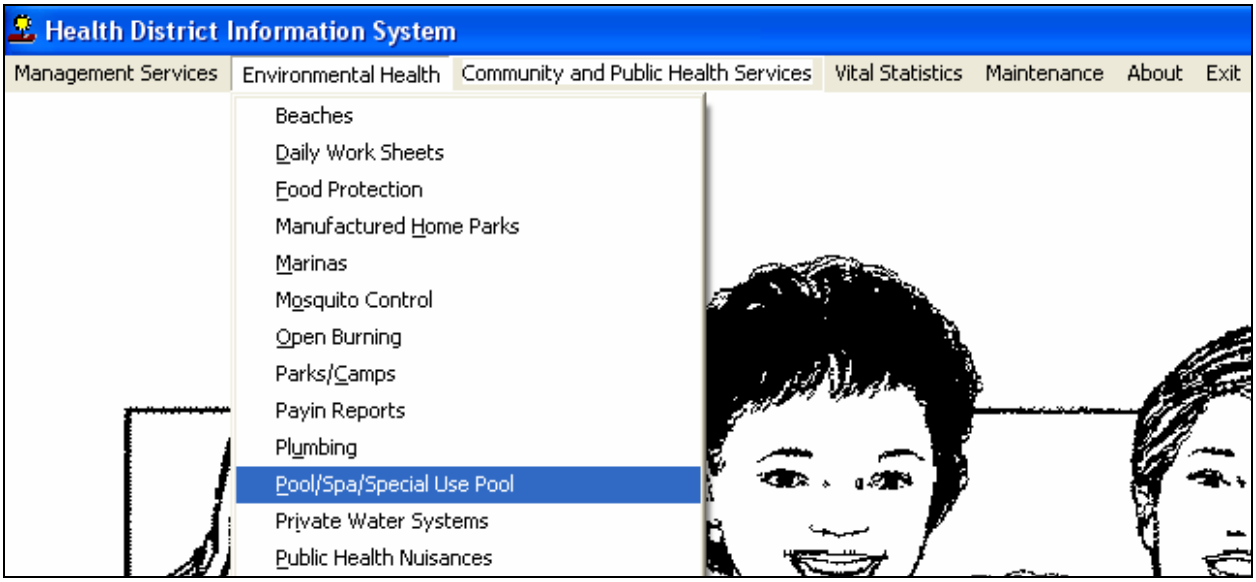
# Health District Information System Menu Bar

**HDIS (Health District Information System)** has several different modules designed to assist your health district in its day-to-day operations. The **Pool/Spa/Special Use Pool module** is a great addition to these modules and simplifies your record keeping, billing and information management needs.

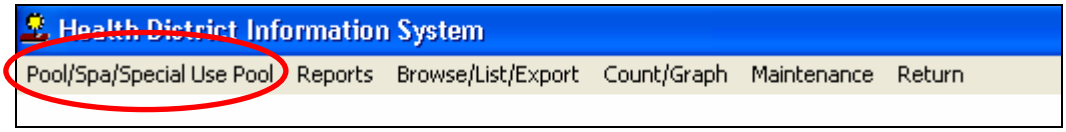



**Select Environmental Health**

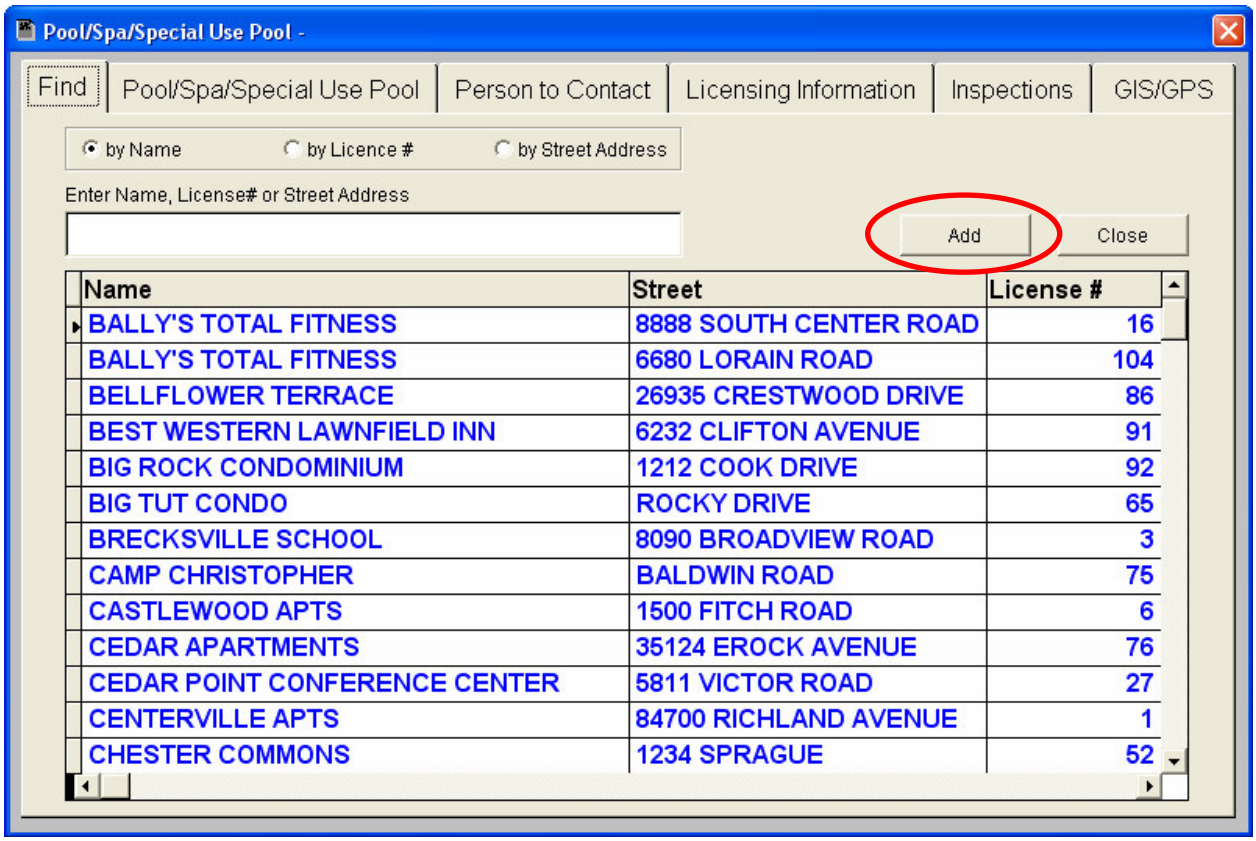
**Select Pool/Spa/Special Use Pool**




**Pool/Spa/Special Use Pool**

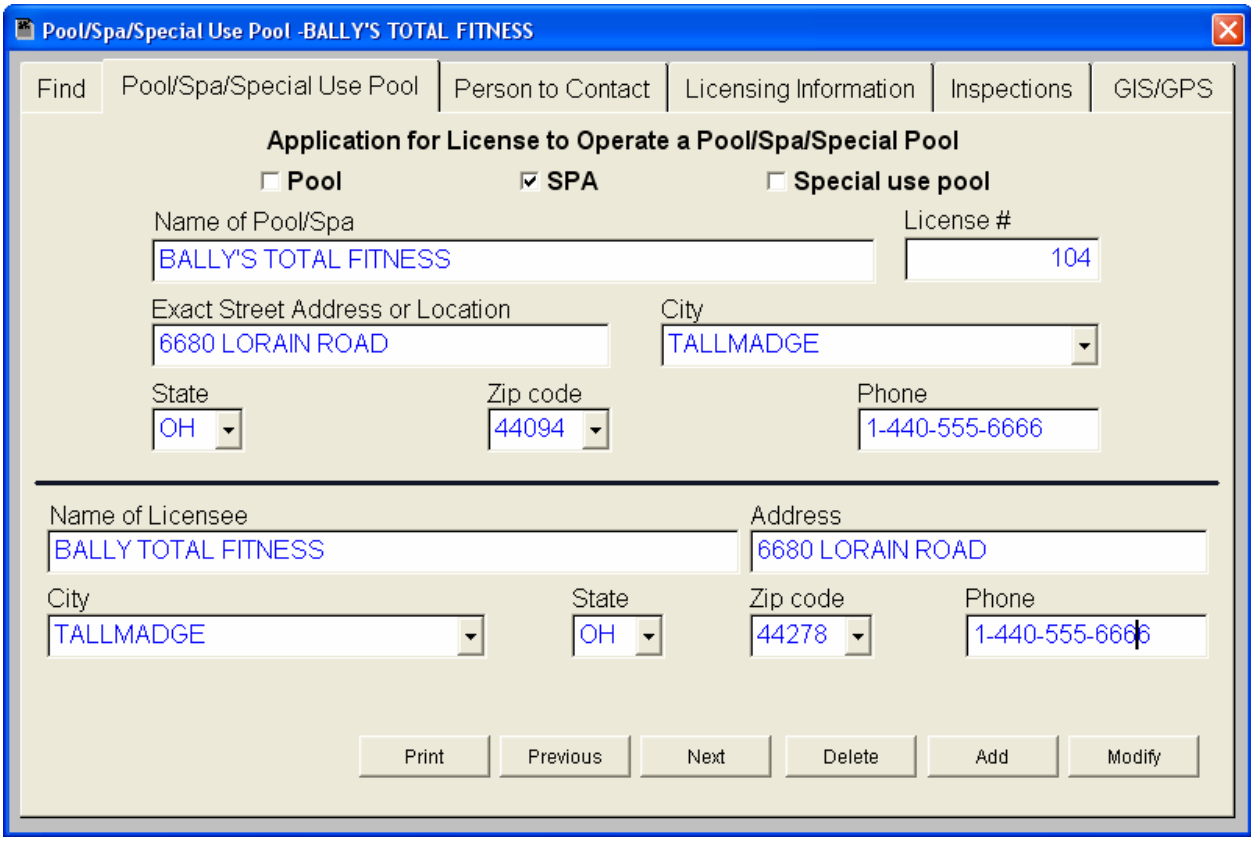


# Entering a Pool/Spa/Special Use Pool


Pool/Spa/Special Use Pool -
Find
Pool/Spa/Special Use Pool
Person to Contact
Licensing Information
Inspections
GIS/GPS
by Name
by Licence #
by Street Address
Enter Name, License# or Street Address
Add
Close
Name
Street
License #
BALLY'S TOTAL FITNESS 8888 SOUTH CENTER ROAD 16
BALLY'S TOTAL FITNESS 6680 LORAIN ROAD 104
BELLFLOWER TERRACE 26935 CRESTWOOD DRIVE 86
BEST WESTERN LAWNFIELD INN 6232 CLIFTON AVENUE 91
BIG ROCK CONDOMINIUM 1212 COOK DRIVE 92
BIG TUT CONDO ROCKY DRIVE 65
BRECKSVILLE SCHOOL 8090 BROADVIEW ROAD 3
CAMP CHRISTOPHER BALDWIN ROAD 75
CASTLEWOOD APTS 1500 FITCH ROAD 6
CEDAR APARTMENTS 35124 EROCK AVENUE 76
CEDAR POINT CONFERENCE CENTER 5811 VICTOR ROAD 27
CENTERVILLE APTS 84700 RICHLAND AVENUE 1
CHESTER COMMONS 1234 SPRAGUE 52

The **FIND** tab on the Pool/Spa/Special Use Pool window is for locating a current pool/spa/special use pool. You can browse through the grid or type the Name, License#, or street address in the "**Enter Name, License#, or street address**" field. To find a pool/spa/special use pool by **License #,** click the radio button labeled **by License #** and then enter the license number. To find a pool/spa/special use pool by Street Address, click the radio button labeled **by Street Address** and enter the street address.

To add a pool/spa/special use pool to your list, click the **Add** button.
**Once the pool/spa/special use pool is entered you will not have to enter it again**.

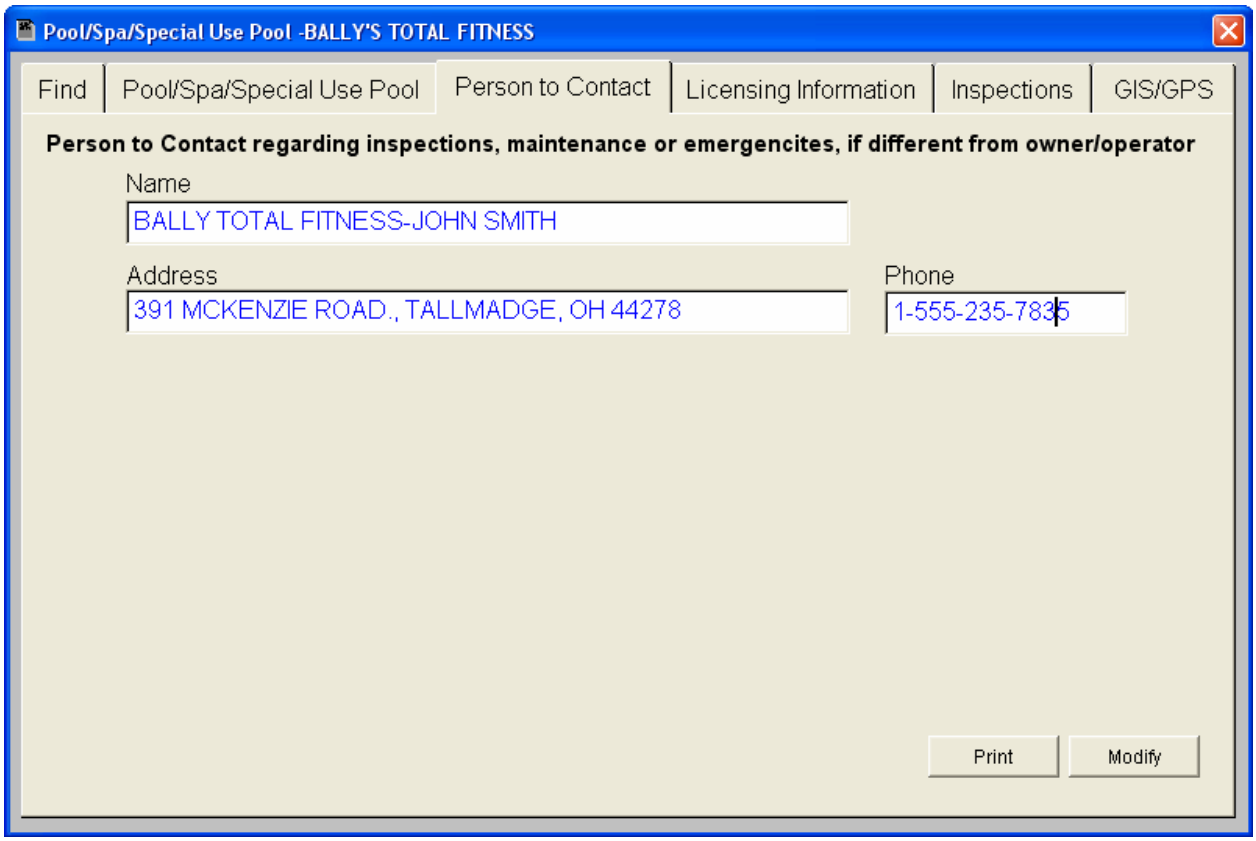



You may now begin to enter information into the fields. Remember, you can use the "**Tab**" or the "**Enter**" key to advance from field to field. On this page, you will fill out the information for the pool/spa/special use pool and the licensee that you received from their application.

** Note: **All phone numbers must start with a "1"**

# Person to Contact

**Select Person to Contact**



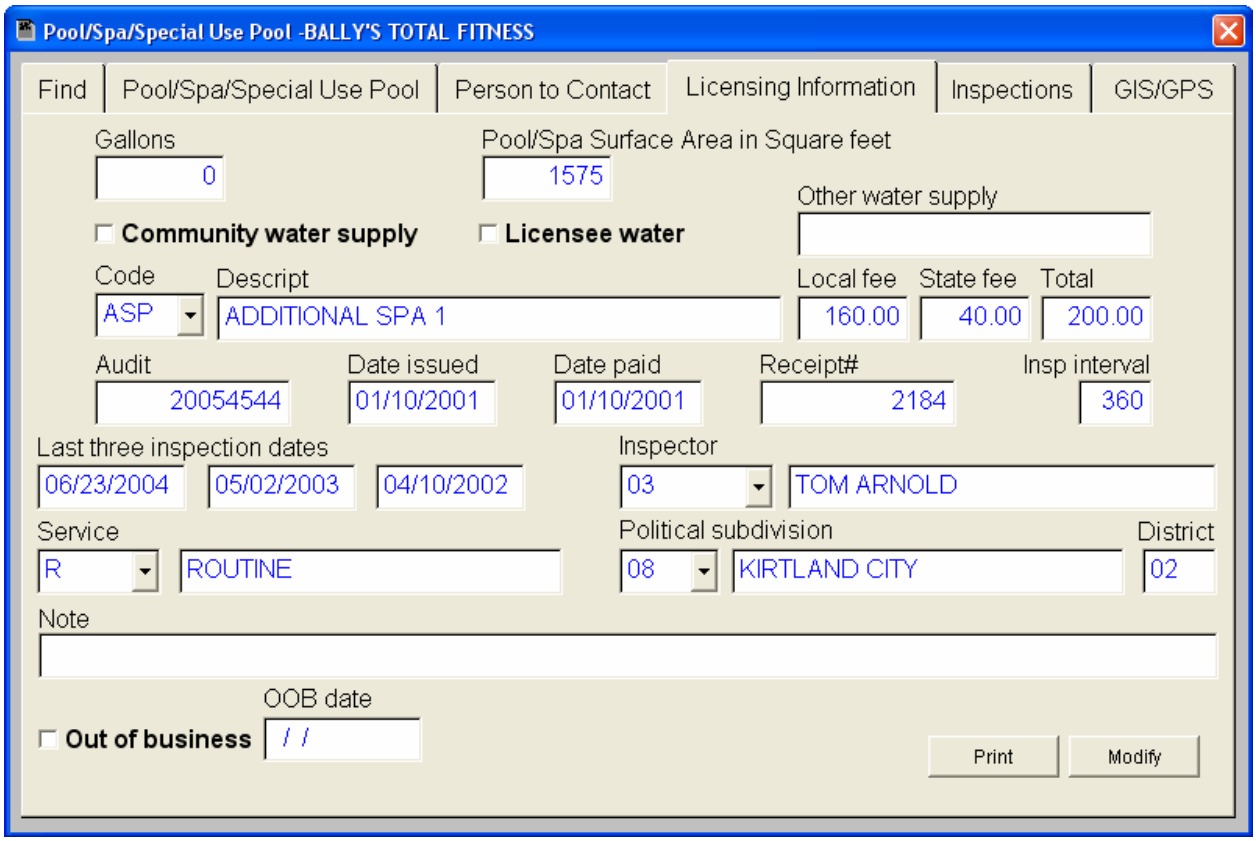

This screen designates the person(s) that you would contact regarding inspections, maintenance, and emergencies. This information can be found on the application form.

**Enter a "^" (karat) between the street and city**. This will allow you to print an envelope using the "**Print**" button.

**Example: 1234 ANY STREET^PARMA, Oh 44134**

# Licensing Information

## Licensing Information

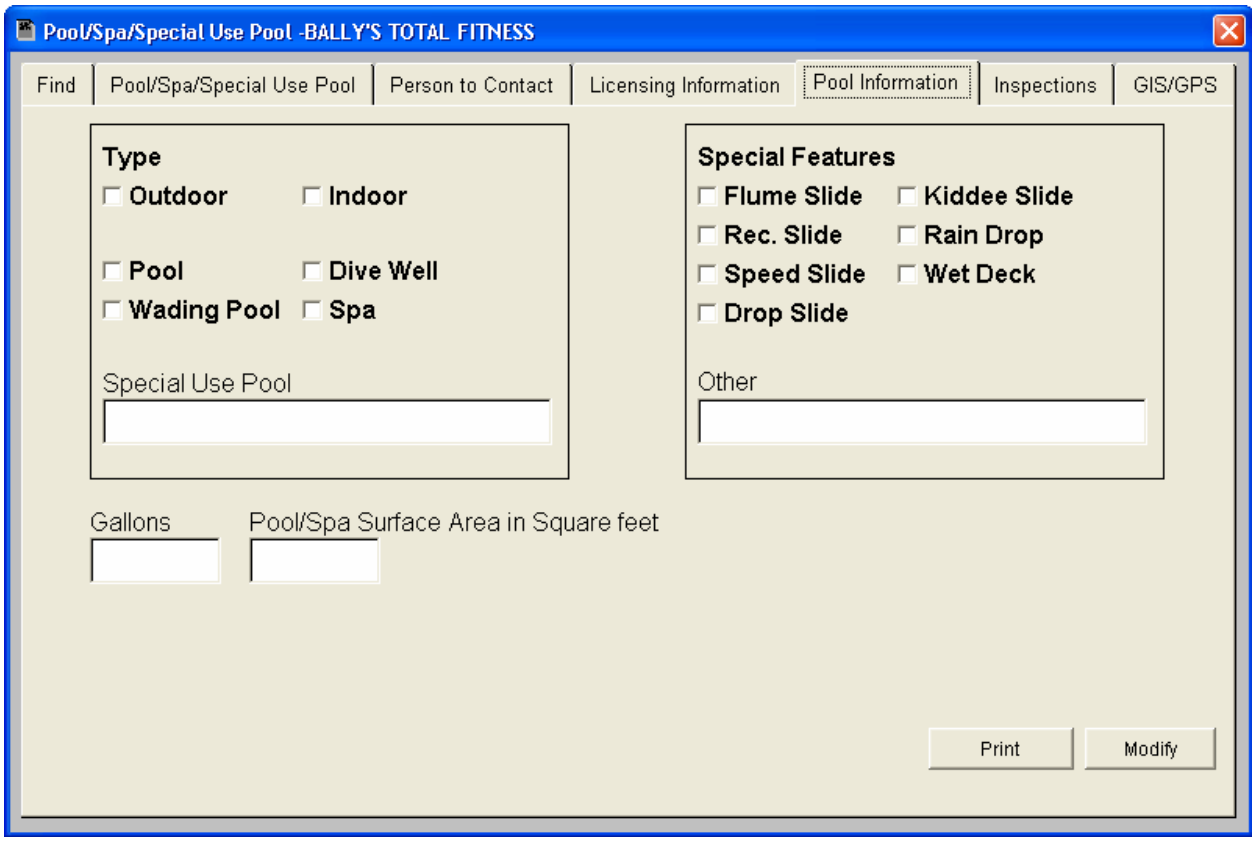



| Field/Button | Description |
|---|---|
| Gallons | Enter the number of gallons in the pool/spa/special use pool. |
| Pool/Spa/ Surface Area in Square feet | Enter the surface area in square feet of the pool/spa/special use pool. |
| Community Water Supply | Check if the pool/spa/special use pool is supplied by community water. |
| Licensee Water | Check if the pool/spa/special use pool is supplied by the licensee. |
| Other water supply | Enter if the water is supplied by something other than the community or licensee. |
| Code | Choose the fee code for the pool/spa/special use pool. |
| Description | (filled out once fee code is selected) |
| Local Fee | (filled out once fee code is selected) |
| State Fee | (filled out once fee code is selected) |
| Late Fee | (filled out by running delinquent letters) |
| Total | (filled out once fee code is selected) |
| Audit | (filled out once a license fee code is printed) |
| Date issued | Date permit issued. |
| Date Paid | Date the permit was paid. |

| | |
|---|---|
| Receipt # | Receipt number for the permit. |
| Inspection Interval | (filled out once fee code is selected) |
| Last Three Inspection Dates | Enter your last three inspection dates. |
| Inspector | Inspector's code and name. |
| Service | Reason code and description. |
| Political subdivision | Political subdivision code, city and subdivision number. |
| District | District of the pool/spa/special use pool. |
| Note | Enter your notes. |
| Out of Business | Check if the pool/spa/special use pool is out of business. |
| OOB Date | Enter the out of business date. |
| Print | Opens the print menu. |
| Modify | Click to modify the information on the page. |

# Pool Information

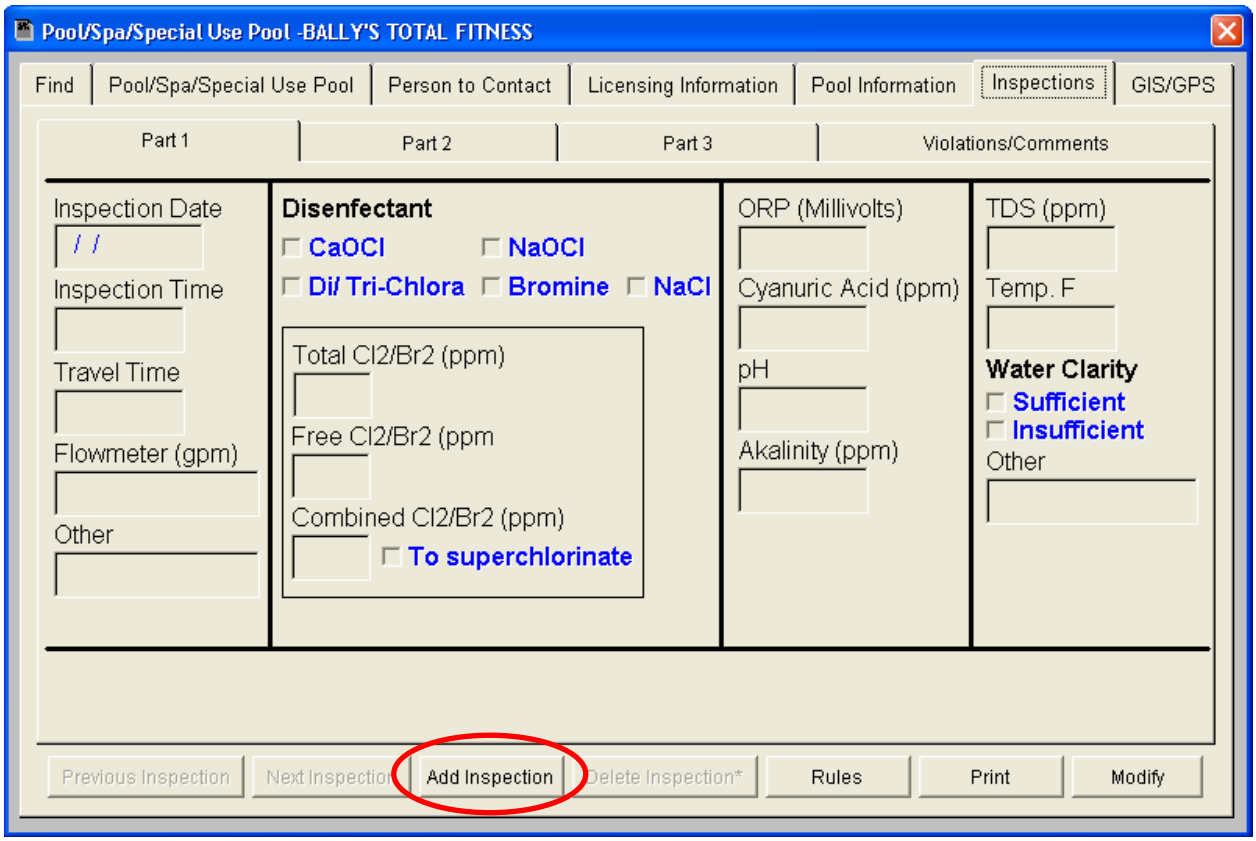
## Pool Information



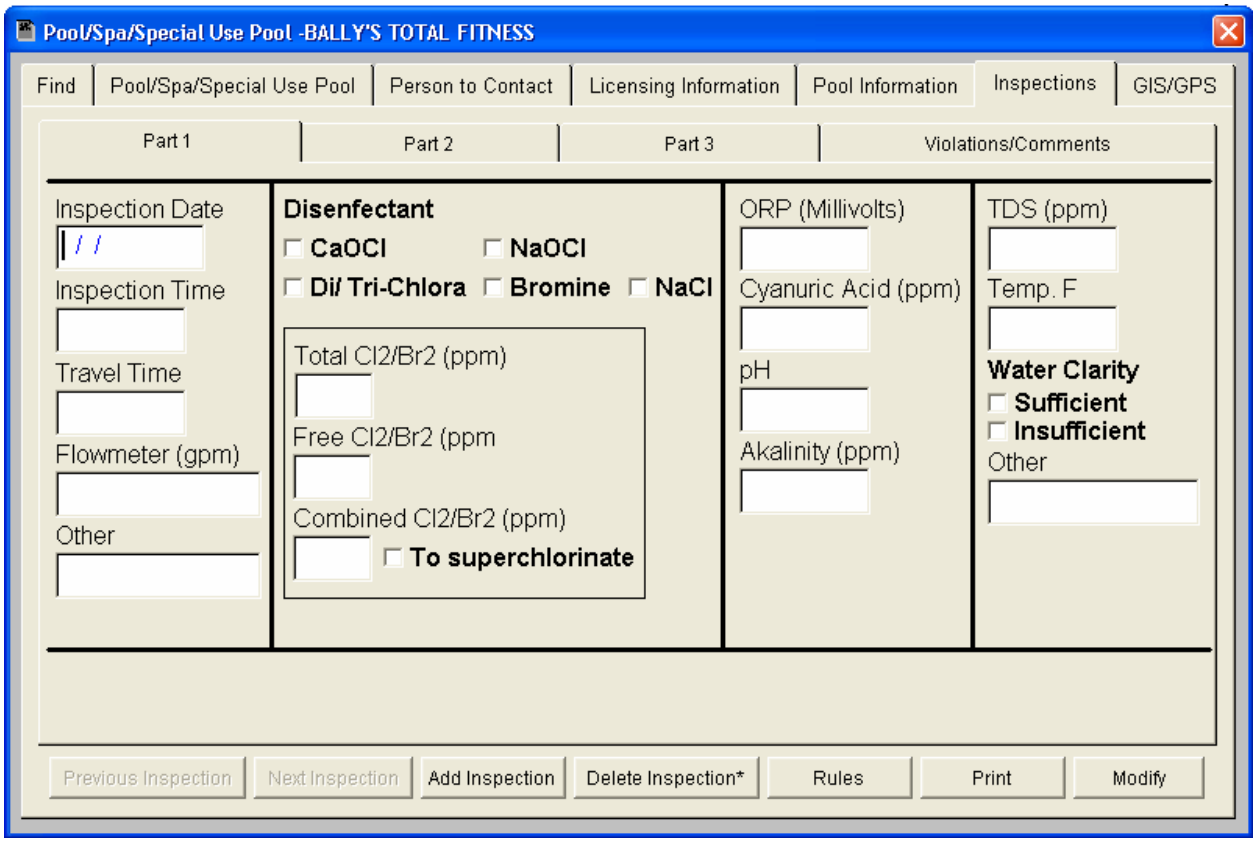

On the "**Pool Information**" page you will choose the "**Type**" of pool and also choose the "**Special Features**" of the pool. This information will be displayed on top of your inspection form.

# Inspections

## Part 1



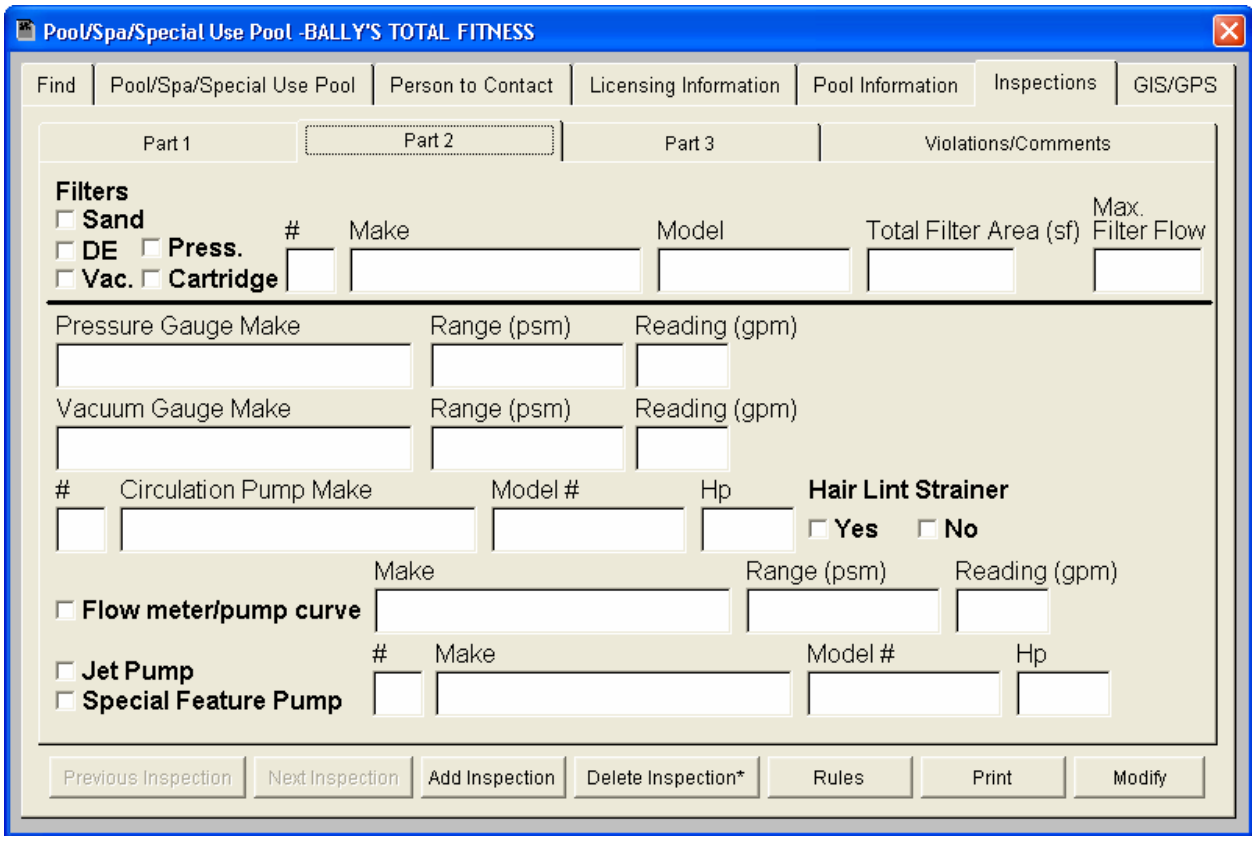

To enter an inspection, click the "**Add Inspection**" button and enter the inspection date.




Now that you have added an inspection, you are able to fill out the inspection form fields.

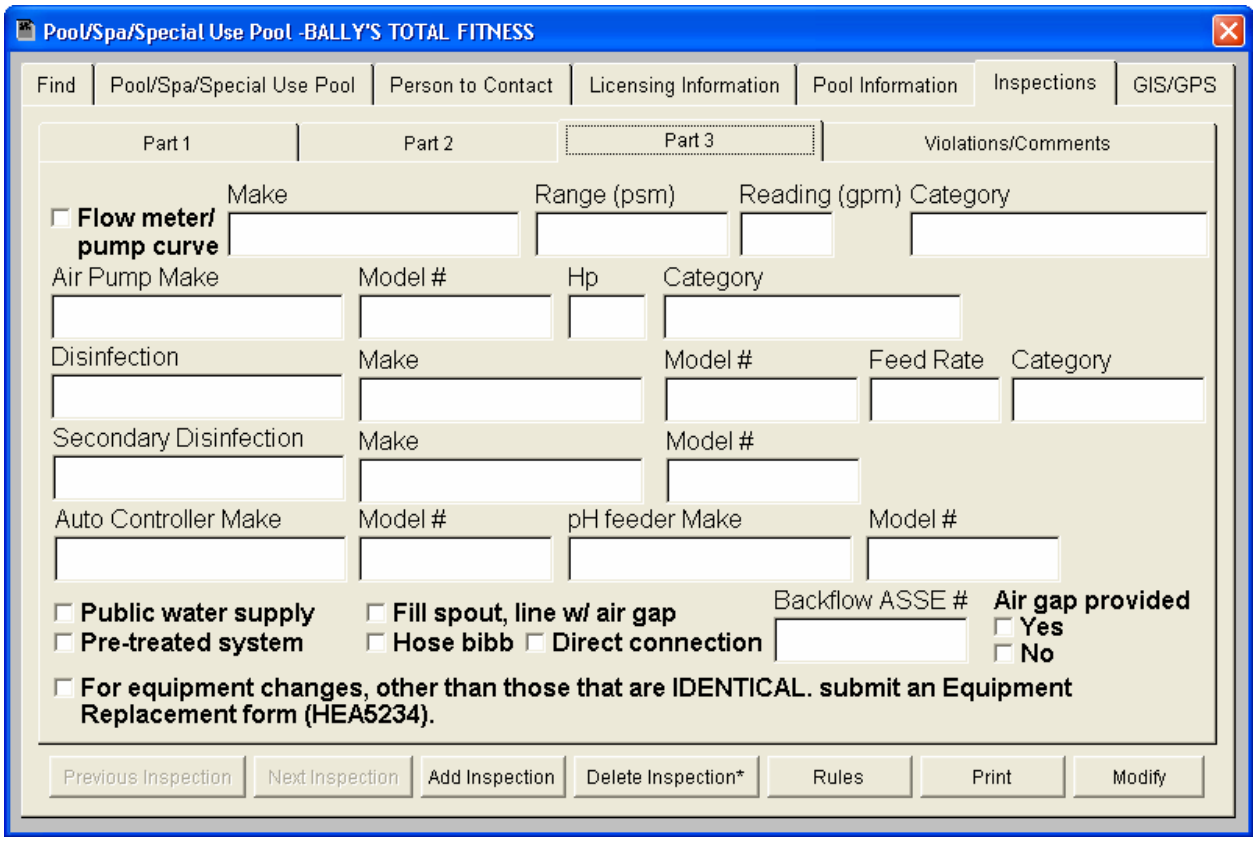
| **Field/Button** | **Description** |
|---|---|
| Previous Inspection | Click to view the previous pool/spa/special use pool inspection. |
| Next Inspection | Click to view the next pool/spa/special use pool inspection. |
| Add Inspection | Click to add a pool/spa/special use pool inspection. |
| Delete Inspection* | **Right** click to delete the pool/spa/special use pool inspection. |
| Rules | Click to view the pool/spa/special use pool inspection rules (explained further on in this manual). |
| Print | Click to open the Print menu (explained further on in this manual). |
| Modify | Click to modify the information on the page. |

## Part 2

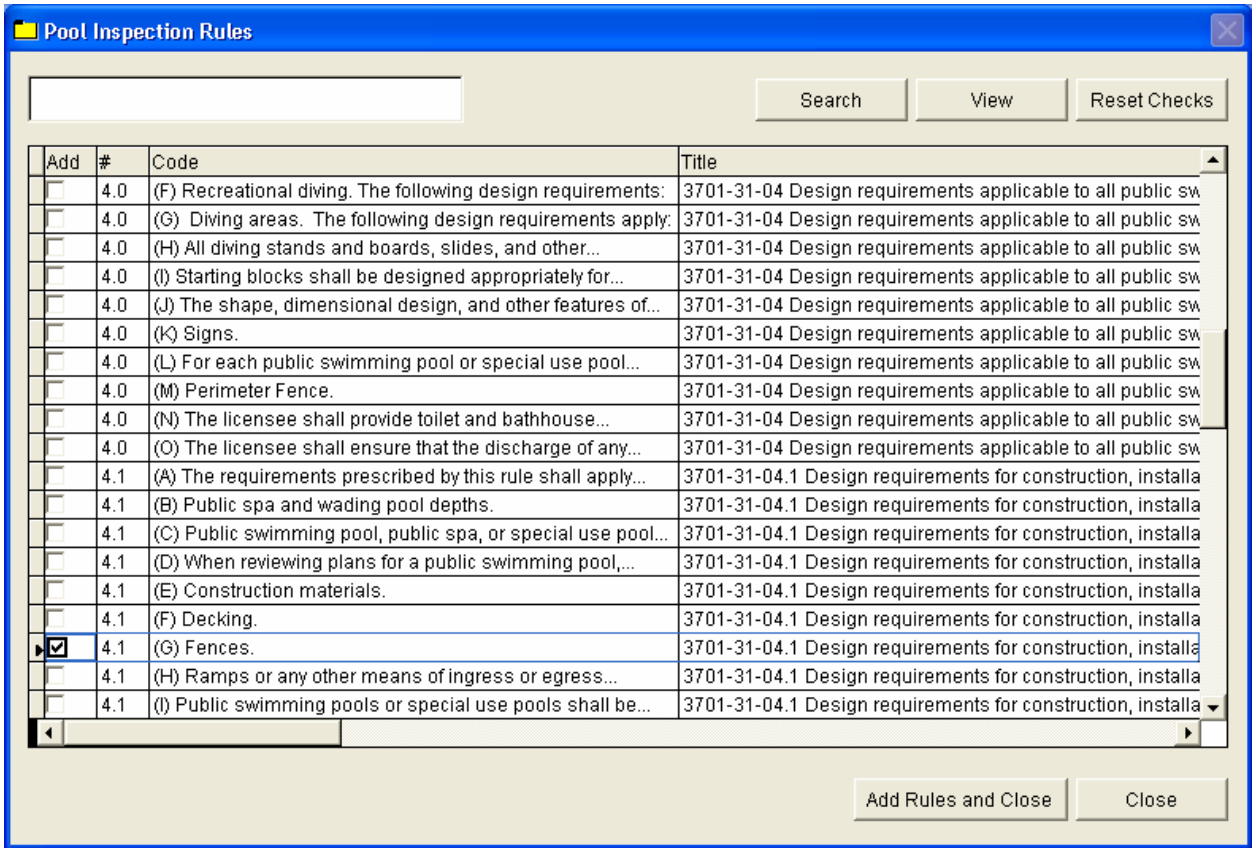



On this screen, continue to fill out the fields for your inspection form.

## Part 3




Continue to fill out the fields for your inspection form. The "**Rules**" button will be explained on the following page.

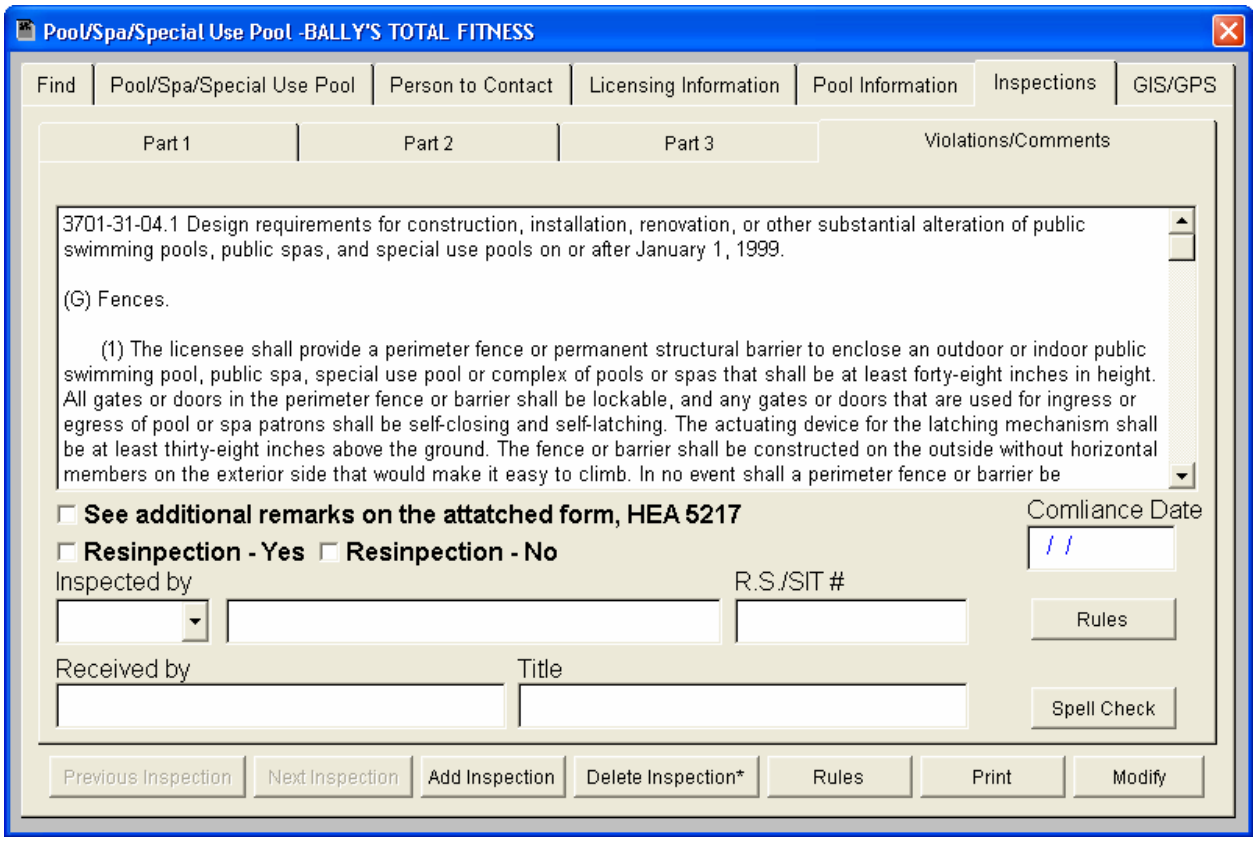

Pool Inspection Rules
Search
View
Reset Checks
Add
#
Code
Title
4.0 (F) Recreational diving. The following design requirements: 3701-31-04 Design requirements applicable to all public sw
4.0 (G) Diving areas. The following design requirements apply: 3701-31-04 Design requirements applicable to all public sw
4.0 (H) All diving stands and boards, slides, and other... 3701-31-04 Design requirements applicable to all public sw
4.0 (I) Starting blocks shall be designed appropriately for... 3701-31-04 Design requirements applicable to all public sw
4.0 (J) The shape, dimensional design, and other features of... 3701-31-04 Design requirements applicable to all public sw
4.0 (K) Signs. 3701-31-04 Design requirements applicable to all public sw
4.0 (L) For each public swimming pool or special use pool... 3701-31-04 Design requirements applicable to all public sw
4.0 (M) Perimeter Fence. 3701-31-04 Design requirements applicable to all public sw
4.0 (N) The licensee shall provide toilet and bathhouse... 3701-31-04 Design requirements applicable to all public sw
4.0 (O) The licensee shall ensure that the discharge of any... 3701-31-04 Design requirements applicable to all public sw
4.1 (A) The requirements prescribed by this rule shall apply... 3701-31-04.1 Design requirements for construction, installa
4.1 (B) Public spa and wading pool depths. 3701-31-04.1 Design requirements for construction, installa
4.1 (C) Public swimming pool, public spa, or special use pool... 3701-31-04.1 Design requirements for construction, installa
4.1 (D) When reviewing plans for a public swimming pool,... 3701-31-04.1 Design requirements for construction, installa
4.1 (E) Construction materials. 3701-31-04.1 Design requirements for construction, installa
4.1 (F) Decking. 3701-31-04.1 Design requirements for construction, installa
4.1 (G) Fences. 3701-31-04.1 Design requirements for construction, installa
4.1 (H) Ramps or any other means of ingress or egress... 3701-31-04.1 Design requirements for construction, installa
4.1 (I) Public swimming pools or special use pools shall be... 3701-31-04.1 Design requirements for construction, installa
Add Rules and Close
Close

For your inspections, you have the ability to view the rules .When the "**Rules**" button is clicked, the program opens the Pool Inspection Rules table above. To enter a violation, click on the appropriate check box. In this case, there was a "**4.1 (G) Fences**" violation. You may also search all the rules by typing a key word in the field box and clicking the **Search** button. This will show all rules under which the key word was found. You may view a rule by clicking on the row and then clicking the "**View"** button. When finished, click the "**Add Rules and Close"** button to add the violation(s) to your inspection form.

| **Field/Button** | **Description** |
|---|---|
| Search | Click to search a rule for a key word entered in the field to the left. |
| View | Click to view the selected rule |
| Reset Checks | Click to view all rules (used after a search) |
| Add | Check to add the rule to the inspection form |
| Add Rules and Close | Click to add the rules to the inspection and to close the rules window |
| Close | Click to close the rules window |

.

## Violation(s)/Comment(s)

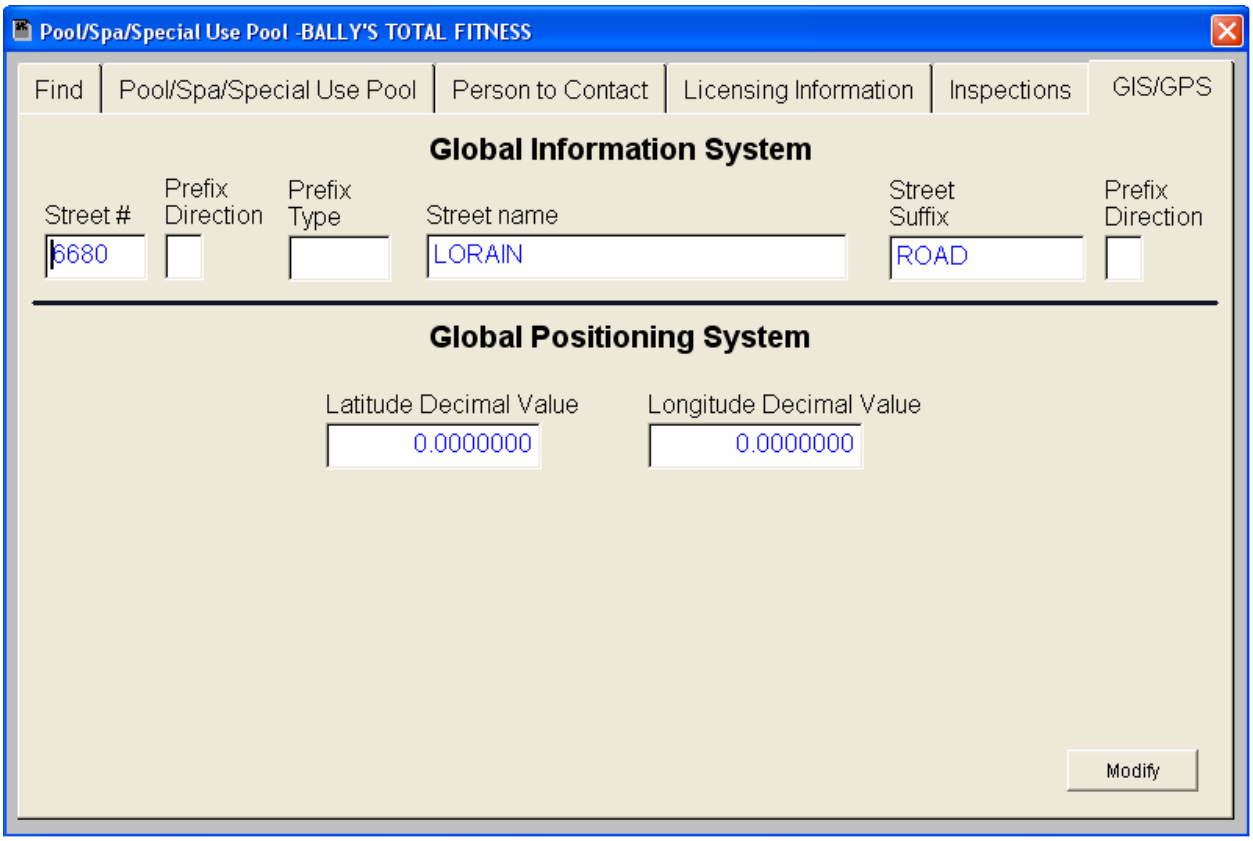

Pool/Spa/Special Use Pool -BALLY'S TOTAL FITNESS
Find
Pool/Spa/Special Use Pool
Person to Contact
Licensing Information
Pool Information
Inspections
GIS/GPS
Part 1
Part 2
Part 3
Violations/Comments
3701-31-04.1 Design requirements for construction, installation, renovation, or other substantial alteration of public swimming pools, public spas, and special use pools on or after January 1, 1999.
(G) Fences.
(1) The licensee shall provide a perimeter fence or permanent structural barrier to enclose an outdoor or indoor public swimming pool, public spa, special use pool or complex of pools or spas that shall be at least forty-eight inches in height. All gates or doors in the perimeter fence or barrier shall be lockable, and any gates or doors that are used for ingress or egress of pool or spa patrons shall be self-closing and self-latching. The actuating device for the latching mechanism shall be at least thirty-eight inches above the ground. The fence or barrier shall be constructed on the outside without horizontal members on the exterior side that would make it easy to climb. In no event shall a perimeter fence or barrier be
See additional remarks on the attatched form, HEA 5217
Resinpection - Yes
Resinpection - No
Comliance Date
/ /
Inspected by
R.S./SIT #
Rules
Received by
Title
Spell Check
Previous Inspection
Next Inspection
Add Inspection
Delete Inspection*
Rules
Print
Modify

The “Violations/Comments” page displays the rules that you added. You may, also, add your comments specific to the rules.

| Field/Button | Description |
|---|---|
| Violation(s)/Comment(s) | Displays the selected rules from the “Violations” tab along with your comments. |
| Inspected by | Choose the inspector who performed the inspection. |
| R.S./SIT# | |
| Received by | Enter the person who received the inspection form. |
| Title | Enter the title of the person who received the information. |
| Rules | Click to open all inspection rules. |
| Spell Check | Click to perform a spell check on your comments. |

# GIS/GPS

## GIS/GPS

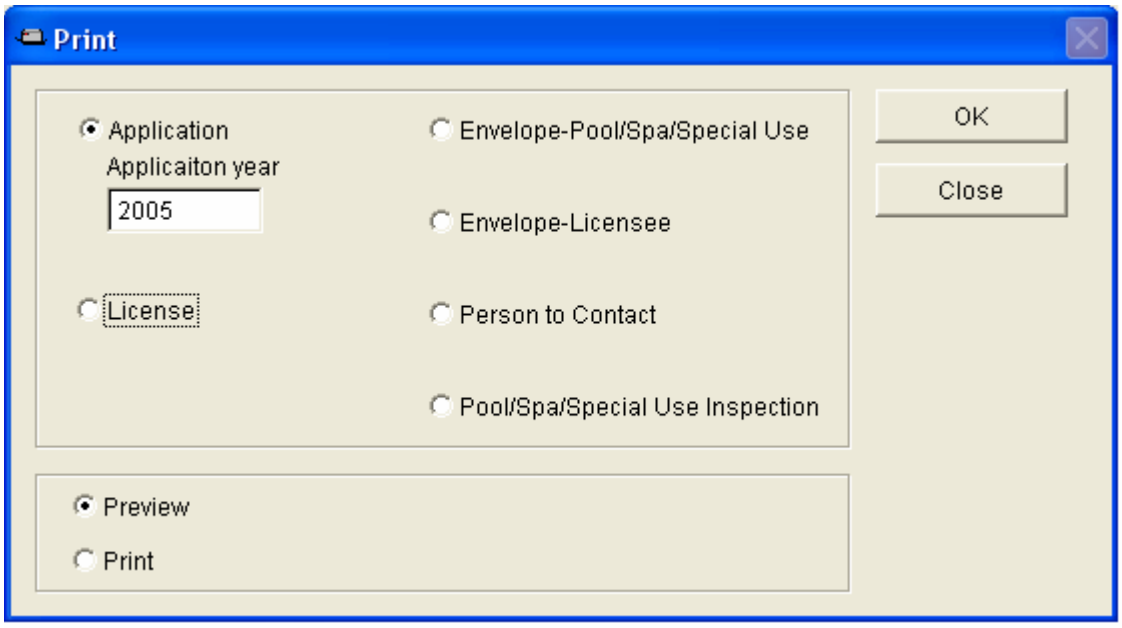



The"**GIS/GPS**" tab allows you to enter your GPS coordinates for mapping purposes.

| **Field/Button** | **Description** |
|---|---|
| Street # | (automatically filled out when you enter the address) |
| Prefix Direction | (automatically filled out when you enter the address) |
| Prefix Type | (automatically filled out when you enter the address) |
| Street Name | (automatically filled out when you enter the address) |
| Street Suffix | (automatically filled out when you enter the address) |
| Prefix Direction | (automatically filled out when you enter the address) |
| Latitude Decimal Value | Enter the latitude **DECIMAL** value of the location. |
| Longitude Decimal Value | Enter the longitude **DECIMAL** value of the location. |
| Modify | Click to modify the information on the screen |

# Print Button

**Print**




**Print:** The **"Print"** button is available on all the tabs.

**** Note: The licenses will print on your preprinted license paper. ****

| Field/Button | Description |
|---|---|
| Application | Prints out an application (right click OK to print a blank app.) |
| Application year | Specify the year you want the application printed for. |
| License | Prints out a license on the preprinted license paper.<br>HDIS will automatically display the next available audit #.<br>When you receive a new packet of licenses, enter the Audit # of the first license in the packet. |
| Envelope – Pool/Spa/Special Use | Prints an envelope addressed to the Pool/Spa/Special Use Pool |
| Envelope - Licensee | Prints an envelope addressed to the licensee. |
| Person to Contact | Prints an envelope addressed to the person to contact. |
| Pool/spa/special use pool Inspection | Prints out the Pool/spa/special use pool inspection form. |
| Preview | Previews the printout. |
| Print | Prints the form. |
| OK | Prints/previews the form. |
| Close | Closes the print menu. |
| Update Record | After printing a license, this button will appear. Click to update the new Audit Number and also the date issued. |

| | |
|---|---|
| Void | After printing a license, this button will appear. If you discover you incorrectly printed the license, click the Void button, which will create a Void record that will account for the license audit number. |

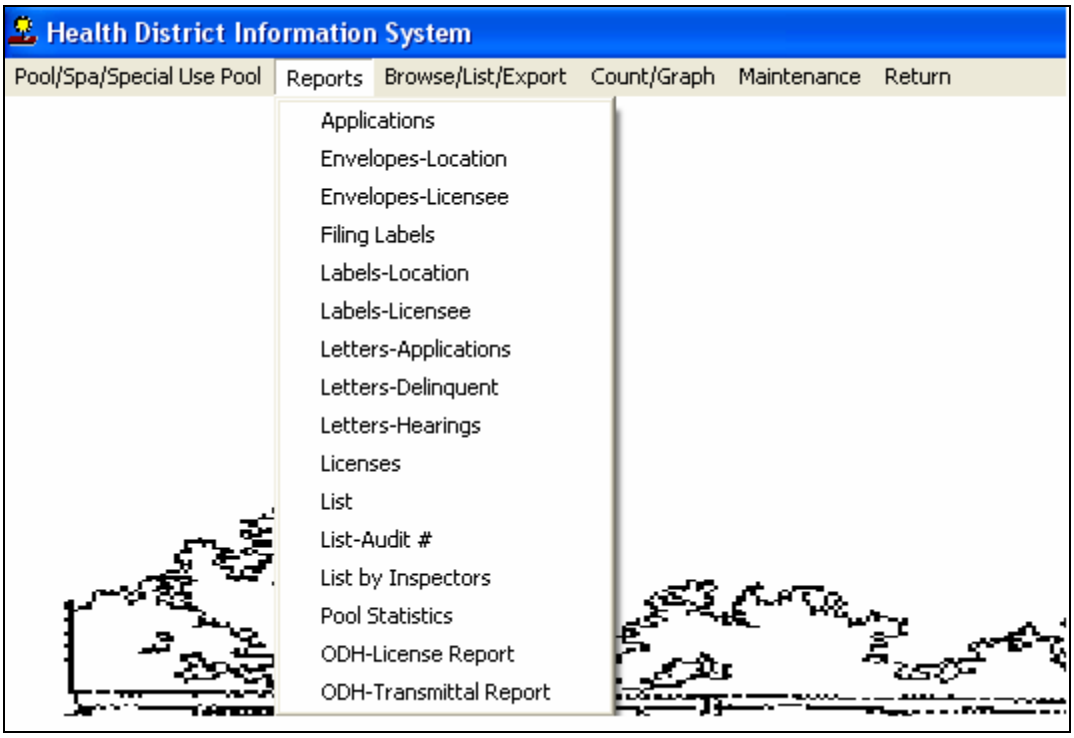
# How to Void a License

There are two ways to void a license. The first way is described above when you are in the Print window and have just incorrectly printed a license. The second way is as follows:

Click the Window Tab **Find**
Click the **Add** button
Click the appropriate check box for type of license
Enter "\ **VOID"** in the name field (use a backslash and a space before the word "VOID").
Click the "**Licensing Information"** window tab
Enter the fee code as "**VD"**
Enter the audit number you are voiding in the "**Audit"** field
Enter the date voided in the "**Date Issued"** field

# Reports

## Reports




**The Pool/Spa/Special Use Pool** module has a set of pre-defined reports from which to choose. Each report will ask for **From date issued** and **To date issued.** This is to prevent printing a report for a Pool/spa/special use pool that is Out of Business or did not apply for a license.

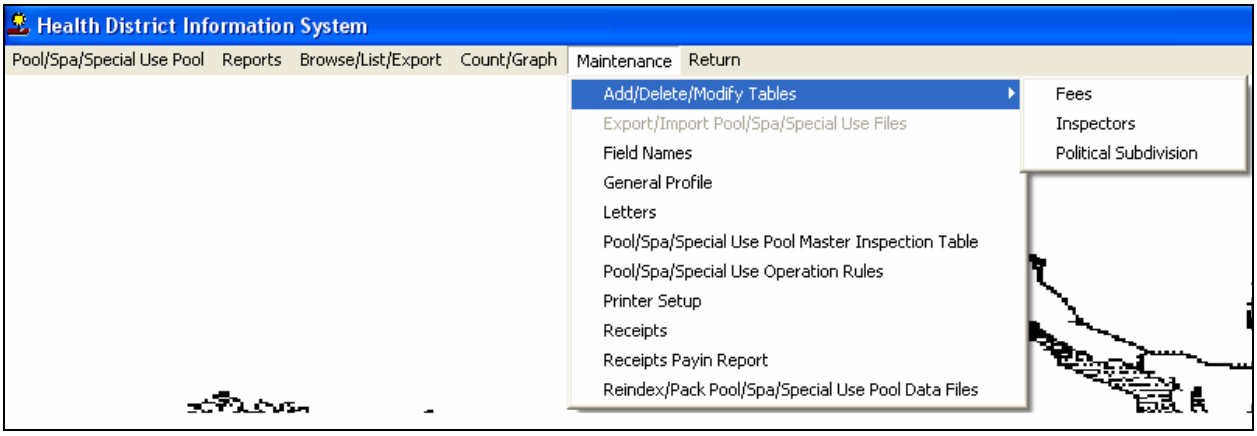
You may preview the report before printing. Also, you have the ability to use filters to build a query.

**Reports**

| Report | Description |
|---|---|
| Applications | This will generate personalized application letters for each pool/spa/special use pool that meets the criteria set in the "from date" and "to date" issued. |
| Envelopes - Location | Addresses envelope to the location of the pool/spa/special use pool. |
| Envelopes - Licensee | Addresses envelope to the licensee of the pool/spa/special use pool. |
| Filing Labels | Generates filing labels for your pool/spa/special use pools. |
| Labels - Locations | Generates mailing labels to the location of the pool/spa/special use pool. |
| Labels - Licensee | Generates mailing labels to the licensee of the pool/spa/special use pool. |
| Letters - Applications | Generates application letters for each pool/spa/special use pool. (You may set these letters up in the Maintenance menu) |
| Letters - Delinquent | Generates delinquent letters for each pool/spa/special use pool.(You may set these letters up in the Maintenance menu) |
| Letters - Hearings | Generates hearing letters for all pool/spa/special use pools. (You may set these letters up in the Maintenance menu) |
| Licenses | This will generate licenses for each pool/spa/special use pool that meets the criteria meets the criteria set in the "from date" and "to date" issued. Change the next Audit# if necessary. Click **OK** to generate licenses. After the licenses are printed, a window will appear asking you to update those records with their new Audit # and date issued. Click **OK** to update the records. |
| Lists | Generates a list of pool/spa/special use pools. |
| Lists – Audit # | Generates a list of pool/spa/special use pools by audit #. |
| List by Inspectors | Generates a list of pool/spa/special use pools by inspectors. |
| Pool Statistics | Generates a statistics report for all of your pool/spa/special use pools. |
| ODH – License Report | This will generate the state license report. |
| ODH – Transmittal Report | This will generate the state transmittal report. |

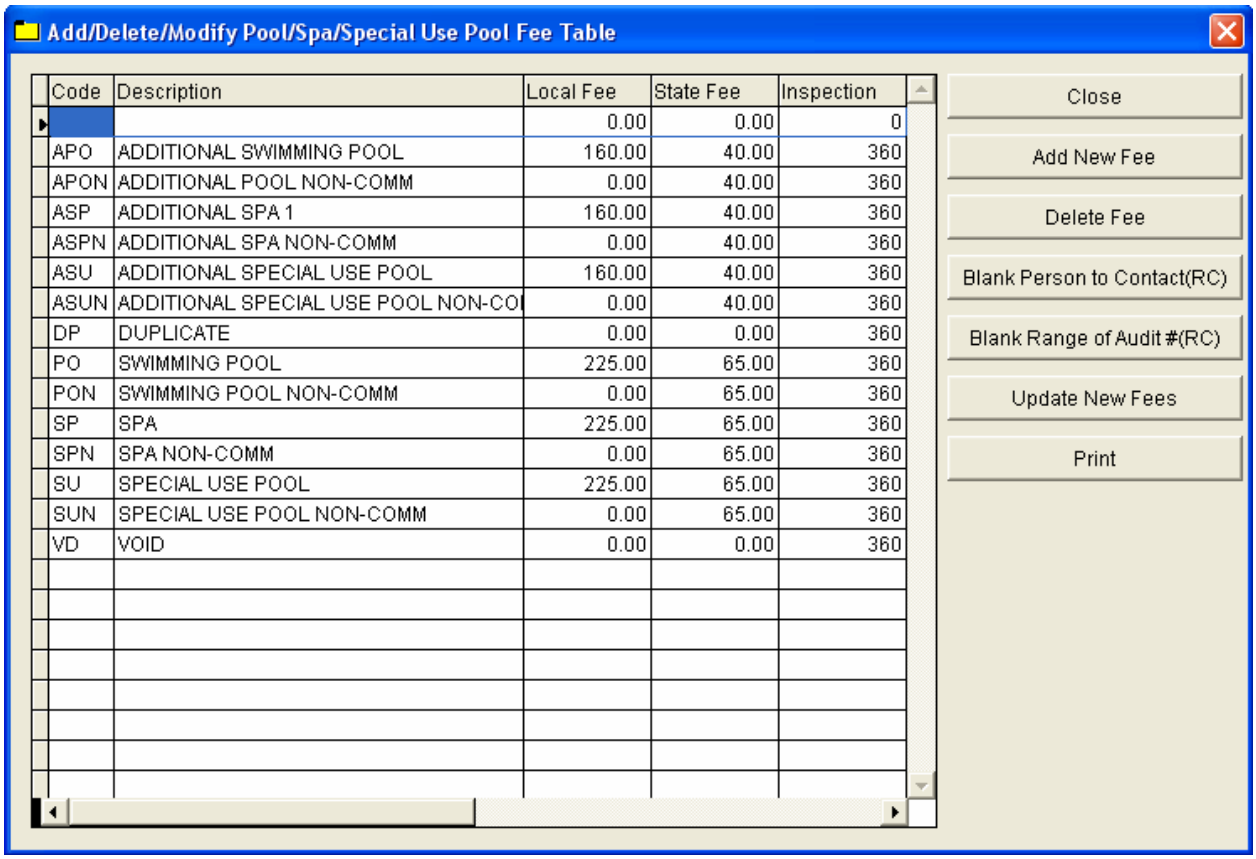
# Maintenance - Add/Delete/Modify Tables

## Maintenance



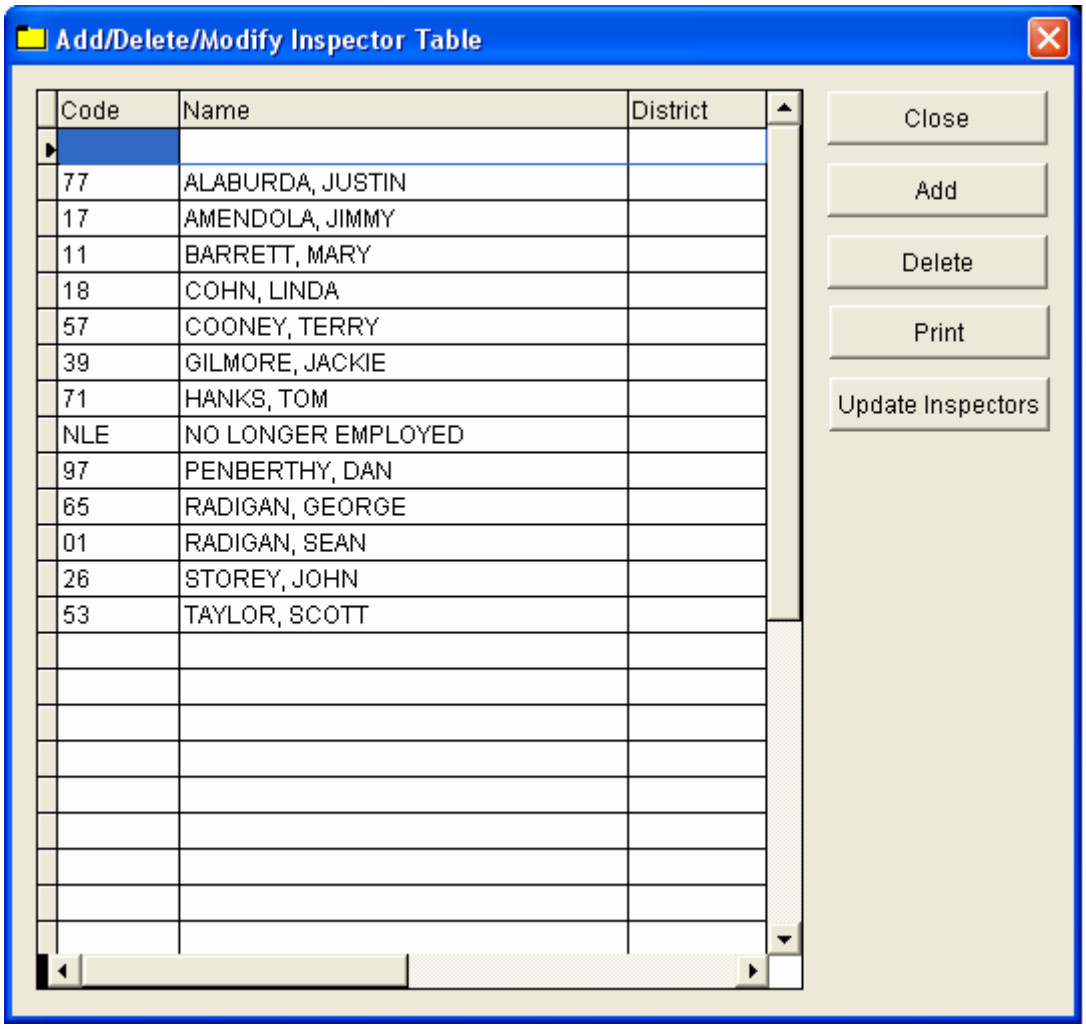

The maintenance menu contains a list of the tables that you can modify for your program.

## Fees


Add/Delete/Modify Pool/Spa/Special Use Pool Fee Table
Code
Description
Local Fee
State Fee
Inspection
0.00 0.00 0
APO ADDITIONAL SWIMMING POOL 160.00 40.00 360
APON ADDITIONAL POOL NON-COMM 0.00 40.00 360
ASP ADDITIONAL SPA 1 160.00 40.00 360
ASPN ADDITIONAL SPA NON-COMM 0.00 40.00 360
ASU ADDITIONAL SPECIAL USE POOL 160.00 40.00 360
ASUN ADDITIONAL SPECIAL USE POOL NON-CO 0.00 40.00 360
DP DUPLICATE 0.00 0.00 360
PO SWIMMING POOL 225.00 65.00 360
PON SWIMMING POOL NON-COMM 0.00 65.00 360
SP SPA 225.00 65.00 360
SPN SPA NON-COMM 0.00 65.00 360
SU SPECIAL USE POOL 225.00 65.00 360
SUN SPECIAL USE POOL NON-COMM 0.00 65.00 360
VD VOID 0.00 0.00 360
Close
Add New Fee
Delete Fee
Blank Person to Contact(RC)
Blank Range of Audit #(RC)
Update New Fees
Print

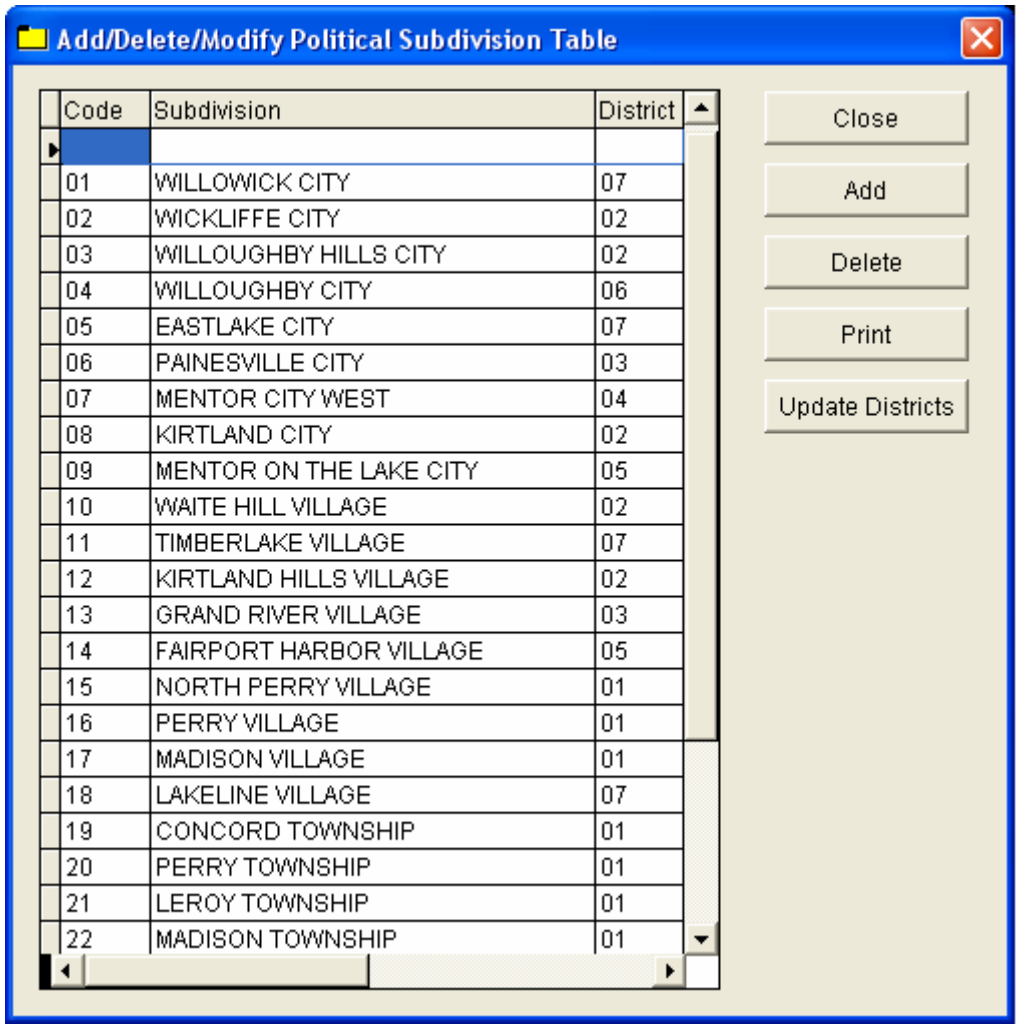
| Field/Button | Description |
|---|---|
| Code | Enter the code of the fee (ODH fee codes, do not change) |
| Description | Enter the description of the code. |
| Local Fee | Enter your local health department fee. |
| State Fee | Enter state fee. |
| Inspection | Enter the inspection interval. |
| Close | Closes the table. |
| Add New Fee | Adds a new fee to the table. |
| Delete Fee | Deletes the highlighted fee. |
| Blank Person to Contact* | **Right click button** to blank “Person to Contact” field on the license application (optional). |
| Blank Range of Audit # * | **Right click button** to blank “Audit #” field on the license application (optional). |
| Zero All Late Fees | Click this button before printing applications for the coming year. It will zero out any late fees from the previous year. |
| Update New Fees | Updates all Pool/spa/special use pools based on the fees in the fee table. |
| Print | Prints a list of fee codes. |

## Inspectors



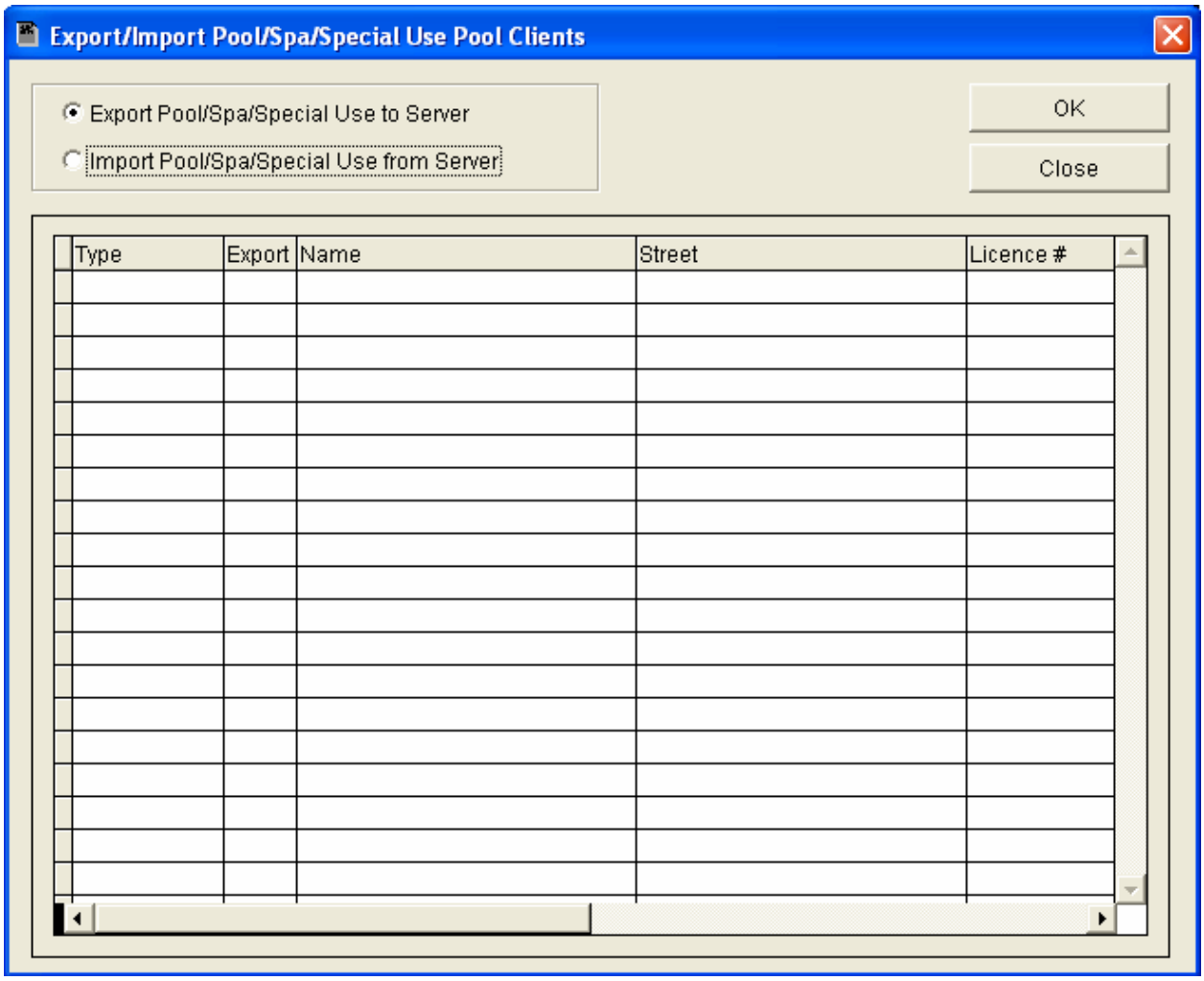

| Field/Button | Description |
|---|---|
| Code | Enter a code for the inspector. |
| Name | Enter the name of the inspector. |
| District | Enter the inspector's district(optional) |
| Close Button | Closes the table. |
| Adds Button | Adds an inspector to the table. |
| Delete Button | Deletes a highlighted entry. |
| Print Button | Prints the list. |
| Update Inspectors | (See Daily Work Sheet Module). |

## Political Subdivision




| Field/Button | Description |
|---|---|
| Code | Enter the code of the subdivision. |
| Subdivision | Enter the subdivision. |
| Close Button | Closes the table. |
| Add Button | Adds a code to the table. |
| Delete Button | Deletes a highlighted entry. |
| Print | Prints the list. |

## Export/Import Pool/spa/special use pool Clients




The **Export/Import** function enables you to take your Pool/spa/special use pool data out of the office on your laptop. If you use a laptop for your inspections or are interested in this function, please contact CHC Software for directions.

## Pool/spa/special use pools – Lap Top Export / Import Files

Before you leave the office:
Import Pool/spa/special use pool Files

Click "**Environmental Health**"
Click "**Pool/spa/special use pool**"
Click "**Maintenance**"
Click "**Lap Top - Export/Import Pool/spa/special use pool Files**"
Click "**Import Pool/spa/special use pool Clients from Server**" radio button
Click" **OK**"
Click "**Continue**"

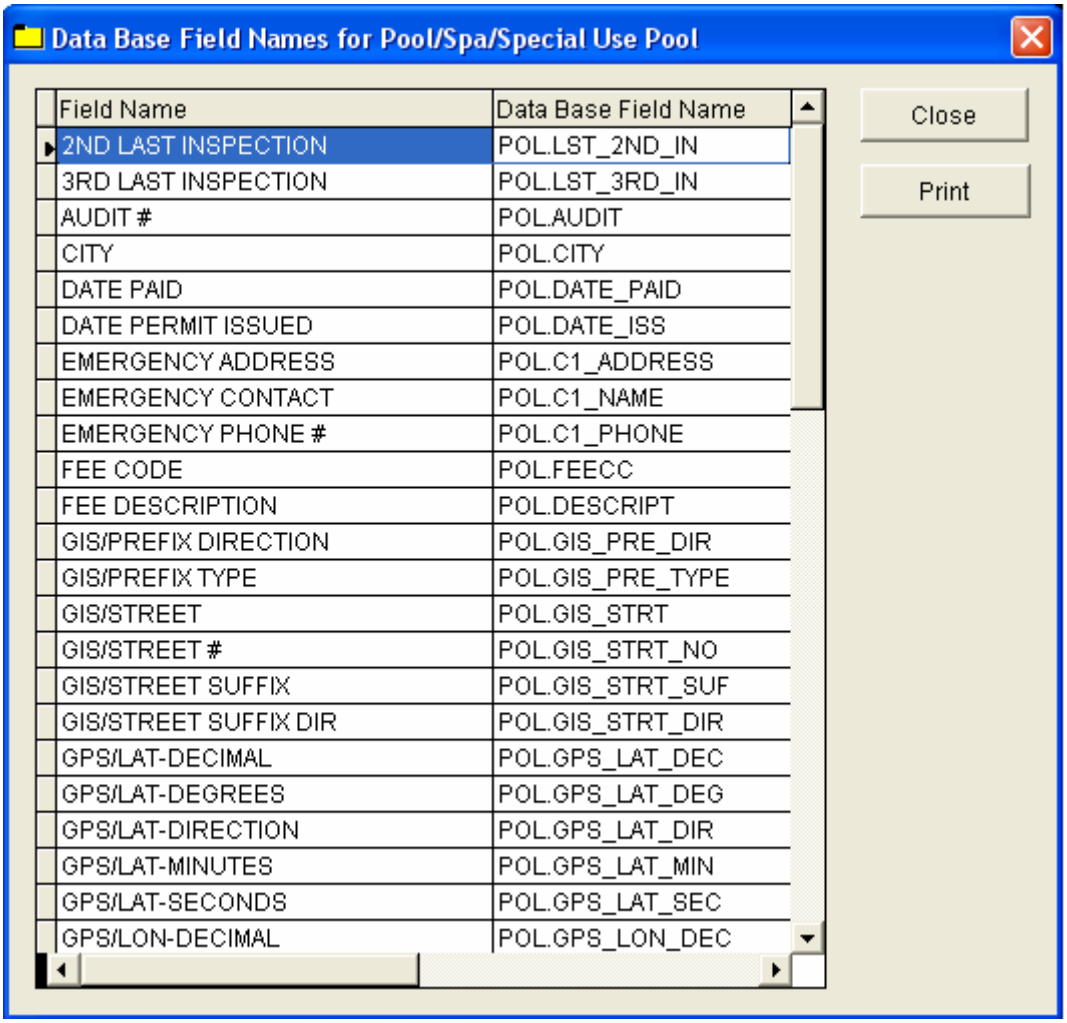
Upon returning to the office:
Export Pool/spa/special use pool Files

Click "**Environmental Health**"
Click "**Pool/spa/special use pools"**
Click "**Maintenance"**
Click "**Lap Top - Export/Import Pool/spa/special use pool Files**"
Click "**Export Pool/spa/special use pool Clients to Server**" radio button

Note: Any record that has been modified will display a check in the box next to their name.

Click "**OK**"
Click "**Continue**"

## Field Names

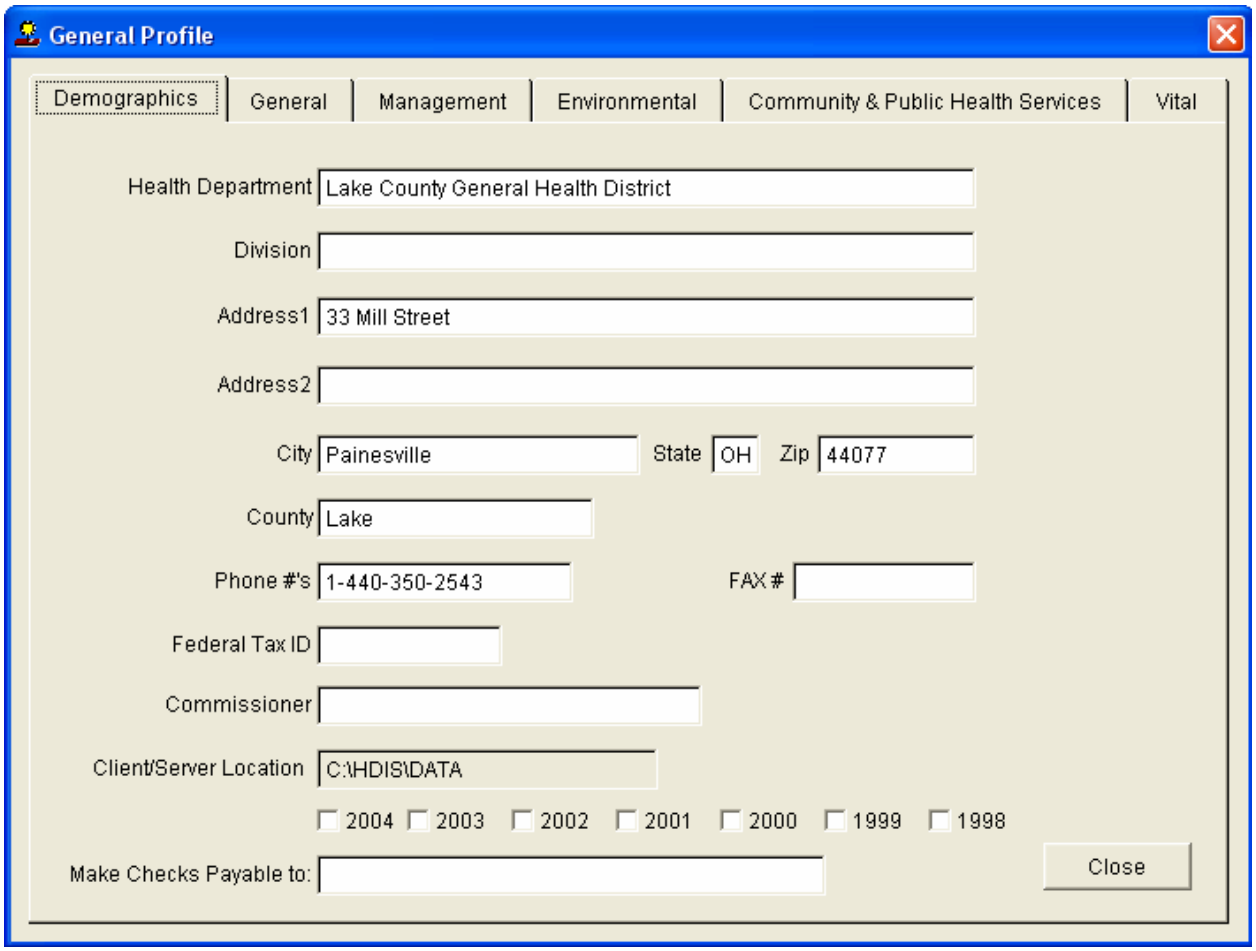



| Field Name | Data Base Field Name |
|---|---|
| 2ND LAST INSPECTION | POL.LST_2ND_IN |
| 3RD LAST INSPECTION | POL.LST_3RD_IN |
| AUDIT # | POL.AUDIT |
| CITY | POL.CITY |
| DATE PAID | POL.DATE_PAID |
| DATE PERMIT ISSUED | POL.DATE_ISS |
| EMERGENCY ADDRESS | POL.C1_ADDRESS |
| EMERGENCY CONTACT | POL.C1_NAME |
| EMERGENCY PHONE # | POL.C1_PHONE |
| FEE CODE | POL.FEECC |
| FEE DESCRIPTION | POL.DESCRIPT |
| GIS/PREFIX DIRECTION | POL.GIS_PRE_DIR |
| GIS/PREFIX TYPE | POL.GIS_PRE_TYPE |
| GIS/STREET | POL.GIS_STRT |
| GIS/STREET # | POL.GIS_STRT_NO |
| GIS/STREET SUFFIX | POL.GIS_STRT_SUF |
| GIS/STREET SUFFIX DIR | POL.GIS_STRT_DIR |
| GPS/LAT-DECIMAL | POL.GPS_LAT_DEC |
| GPS/LAT-DEGREES | POL.GPS_LAT_DEG |
| GPS/LAT-DIRECTION | POL.GPS_LAT_DIR |
| GPS/LAT-MINUTES | POL.GPS_LAT_MIN |
| GPS/LAT-SECONDS | POL.GPS_LAT_SEC |
| GPS/LON-DECIMAL | POL.GPS_LON_DEC |

The **field names** listing can be very useful in determining what fields you wish to utilize to merge data for letters or when creating adhoc reports. The Field Name column is used to merge data into letters.

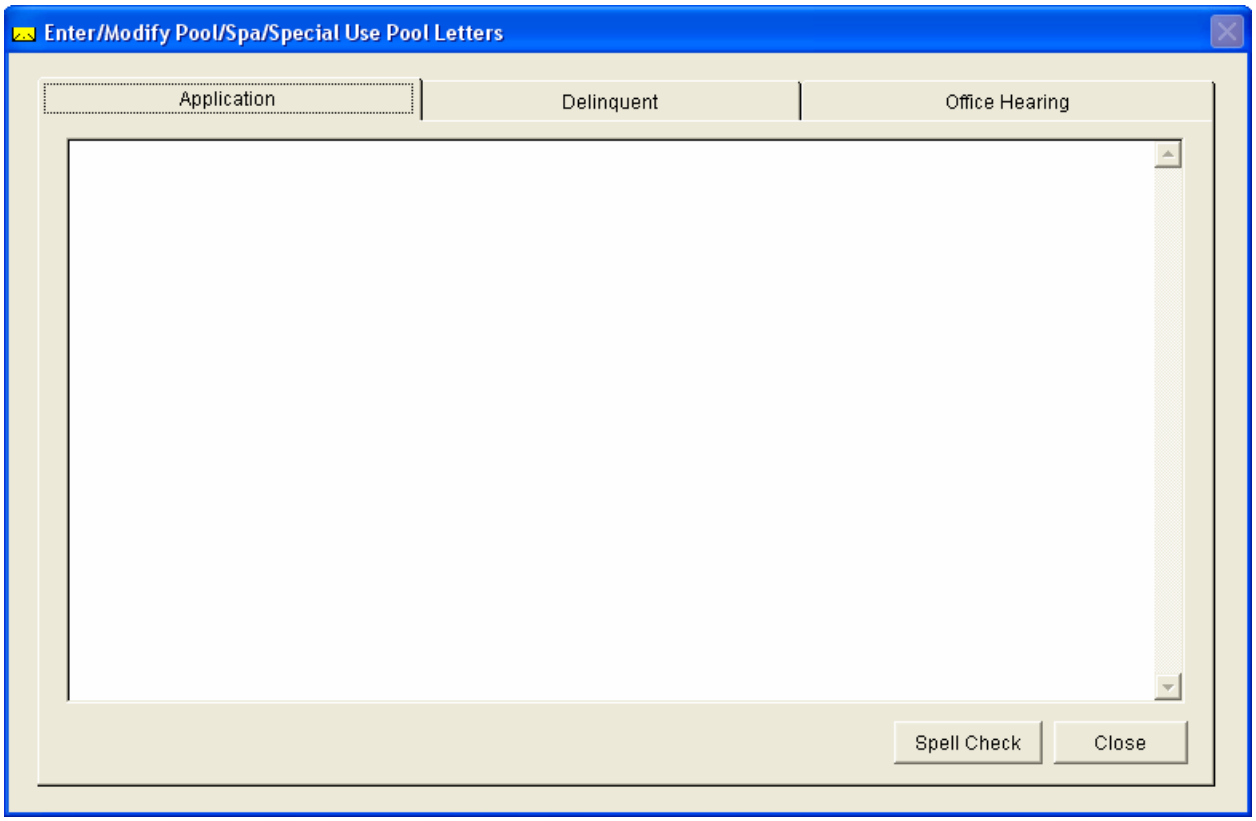
**Enter the field name in capital letters in the body of the letter surrounded by asterisks (no spaces between asterisks and field name).**

## General Profile




The **General Profile** enables you to fill out the basic information for your health department.

## Letters

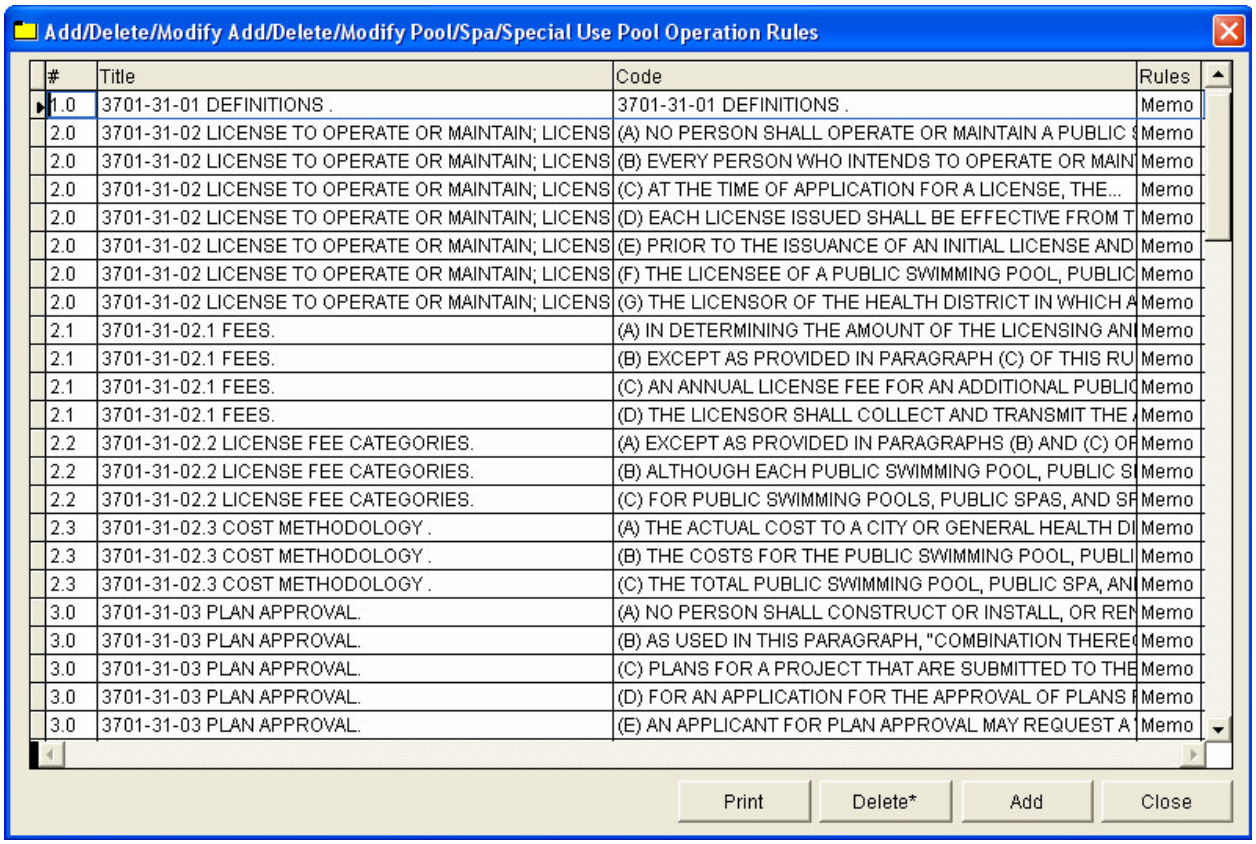



HDIS provides you with the flexibility to write standard letters that can be sent to clients. These letters will pull data through use of the *.

The * is placed on each end of the field name that you want to pull into the letter. Use **capital letters** to describe the field name.

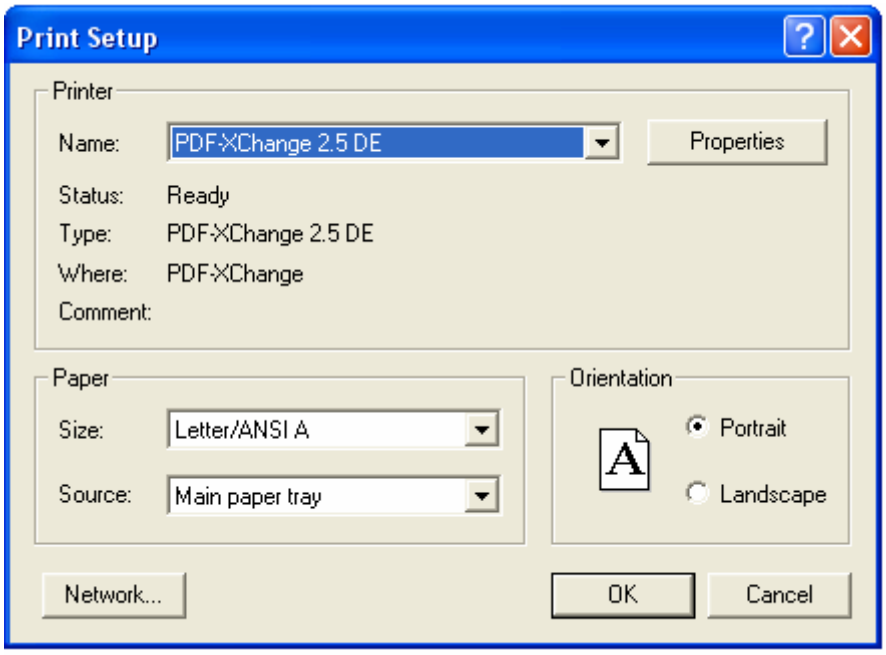
**Example: *OWNER* = TOM GORDON**

## Pool/spa/special use pools Operation Rules


Add/Delete/Modify Add/Delete/Modify Pool/Spa/Special Use Pool Operation Rules
# | Title | Code | Rules
1.0 | 3701-31-01 DEFINITIONS . | 3701-31-01 DEFINITIONS . | Memo
2.0 | 3701-31-02 LICENSE TO OPERATE OR MAINTAIN; LICENS | (A) NO PERSON SHALL OPERATE OR MAINTAIN A PUBLIC S | Memo
2.0 | 3701-31-02 LICENSE TO OPERATE OR MAINTAIN; LICENS | (B) EVERY PERSON WHO INTENDS TO OPERATE OR MAIN | Memo
2.0 | 3701-31-02 LICENSE TO OPERATE OR MAINTAIN; LICENS | (C) AT THE TIME OF APPLICATION FOR A LICENSE, THE... | Memo
2.0 | 3701-31-02 LICENSE TO OPERATE OR MAINTAIN; LICENS | (D) EACH LICENSE ISSUED SHALL BE EFFECTIVE FROM T | Memo
2.0 | 3701-31-02 LICENSE TO OPERATE OR MAINTAIN; LICENS | (E) PRIOR TO THE ISSUANCE OF AN INITIAL LICENSE AND | Memo
2.0 | 3701-31-02 LICENSE TO OPERATE OR MAINTAIN; LICENS | (F) THE LICENSEE OF A PUBLIC SWIMMING POOL, PUBLIC | Memo
2.0 | 3701-31-02 LICENSE TO OPERATE OR MAINTAIN; LICENS | (G) THE LICENSOR OF THE HEALTH DISTRICT IN WHICH A | Memo
2.1 | 3701-31-02.1 FEES. | (A) IN DETERMINING THE AMOUNT OF THE LICENSING ANI | Memo
2.1 | 3701-31-02.1 FEES. | (B) EXCEPT AS PROVIDED IN PARAGRAPH (C) OF THIS RU | Memo
2.1 | 3701-31-02.1 FEES. | (C) AN ANNUAL LICENSE FEE FOR AN ADDITIONAL PUBLIC | Memo
2.1 | 3701-31-02.1 FEES. | (D) THE LICENSOR SHALL COLLECT AND TRANSMIT THE A | Memo
2.2 | 3701-31-02.2 LICENSE FEE CATEGORIES. | (A) EXCEPT AS PROVIDED IN PARAGRAPHS (B) AND (C) OF | Memo
2.2 | 3701-31-02.2 LICENSE FEE CATEGORIES. | (B) ALTHOUGH EACH PUBLIC SWIMMING POOL, PUBLIC SI | Memo
2.2 | 3701-31-02.2 LICENSE FEE CATEGORIES. | (C) FOR PUBLIC SWIMMING POOLS, PUBLIC SPAS, AND SP | Memo
2.3 | 3701-31-02.3 COST METHODOLOGY . | (A) THE ACTUAL COST TO A CITY OR GENERAL HEALTH DI | Memo
2.3 | 3701-31-02.3 COST METHODOLOGY . | (B) THE COSTS FOR THE PUBLIC SWIMMING POOL, PUBLI | Memo
2.3 | 3701-31-02.3 COST METHODOLOGY . | (C) THE TOTAL PUBLIC SWIMMING POOL, PUBLIC SPA, ANI | Memo
3.0 | 3701-31-03 PLAN APPROVAL. | (A) NO PERSON SHALL CONSTRUCT OR INSTALL, OR REN | Memo
3.0 | 3701-31-03 PLAN APPROVAL. | (B) AS USED IN THIS PARAGRAPH, "COMBINATION THEREO | Memo
3.0 | 3701-31-03 PLAN APPROVAL. | (C) PLANS FOR A PROJECT THAT ARE SUBMITTED TO THE | Memo
3.0 | 3701-31-03 PLAN APPROVAL. | (D) FOR AN APPLICATION FOR THE APPROVAL OF PLANS F | Memo
3.0 | 3701-31-03 PLAN APPROVAL. | (E) AN APPLICANT FOR PLAN APPROVAL MAY REQUEST A T | Memo
Print
Delete*
Add
Close

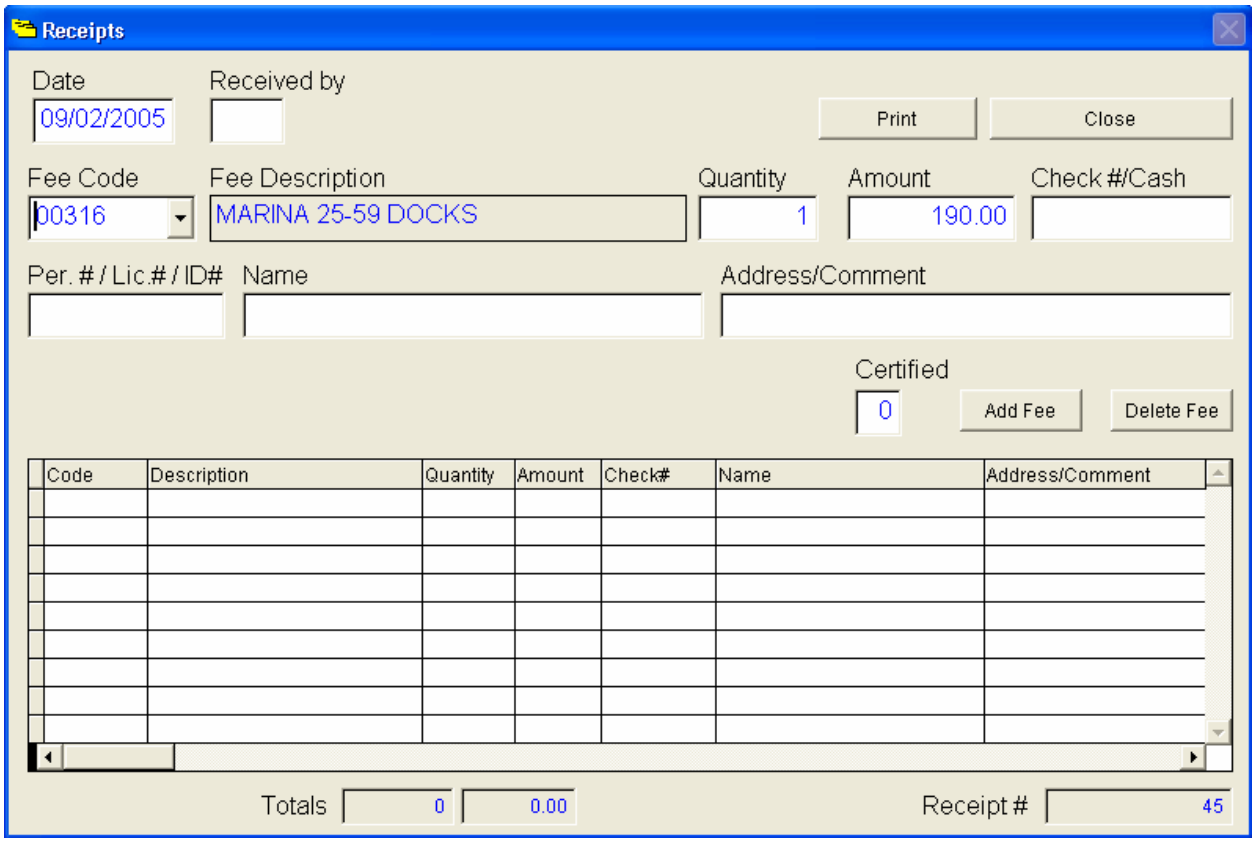
| Field/Button | Description |
|---|---|
| # | ODH rule number |
| Title | ODH Rule Name |
| Code | ODH Rule Paragraph |
| Rules | Double click to view rule |
| Close | Closes the table |
| Add Button | Adds an operation rule to the table |
| Delete* Button | Right-click to delete a highlighted entry |
| Print | Prints the list |

## Printer Setup



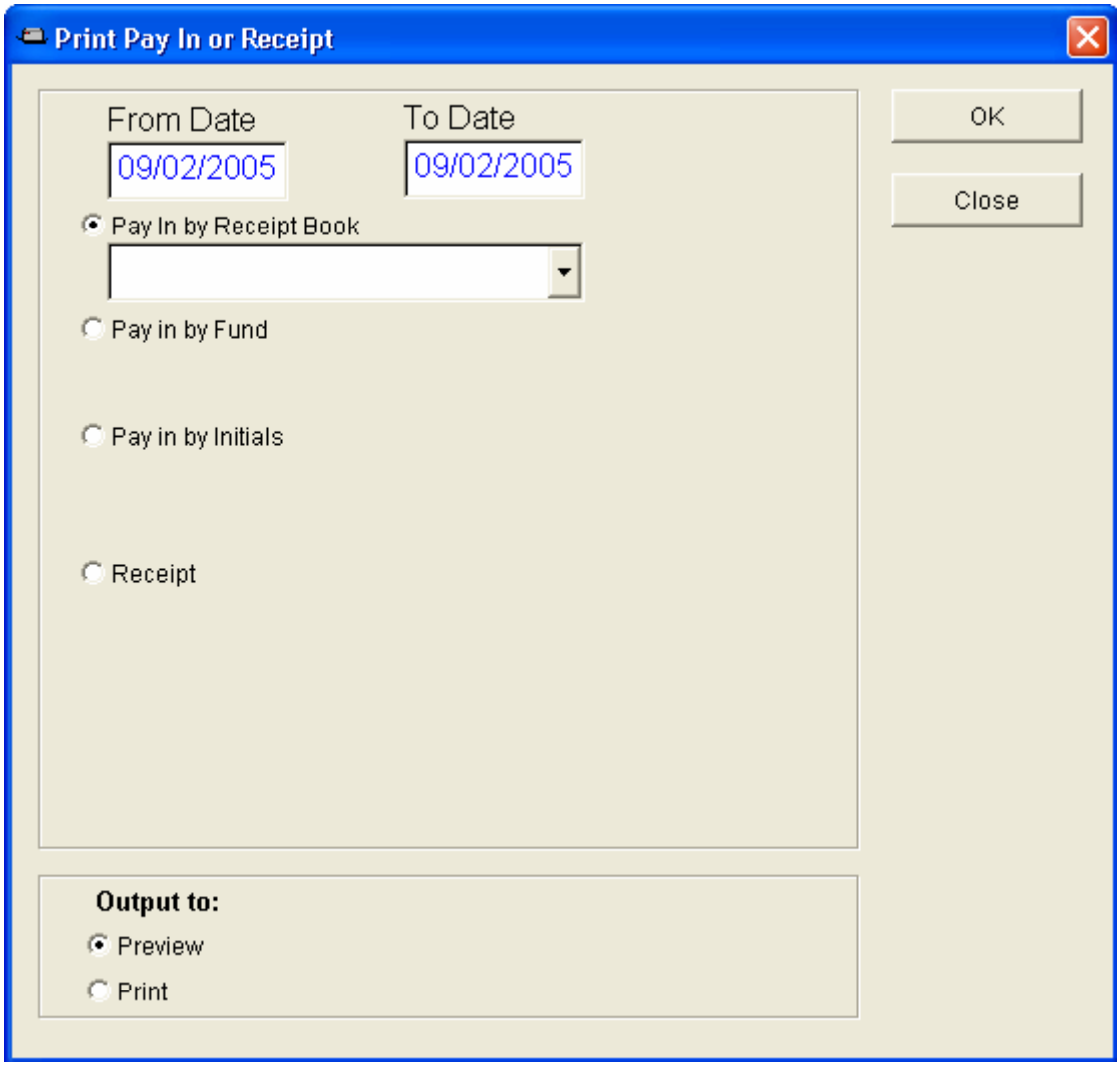

The print setup allows you to choose from which printer you wish to print. Pick the printer in the name dropdown and click "**OK**".

## Receipts



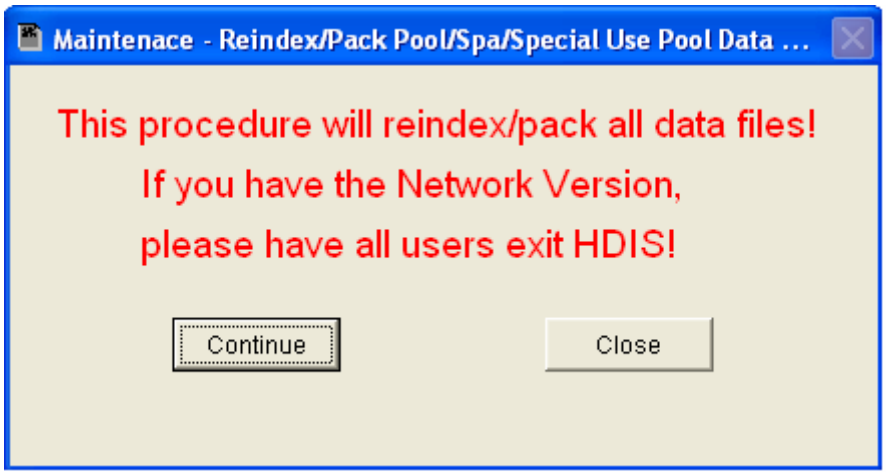

If your health department has the "**Receipts**" module, you have the ability to print any receipt through the "**Maintenance**" tab. You may also print a receipt from the Pool/spa/special use pool data entry windows by pressing **ALT-R** keys.

## Receipts Pay In Report




If your health department has the "**Receipts**" module, you have the ability to print your pay in reports through the "**Maintenance**" tab.

## Reindex/Pack Pool/spa/special use pools Data Files


Maintenace - Reindex/Pack Pool/Spa/Special Use Pool Data ...
This procedure will reindex/pack all data files!
If you have the Network Version,
please have all users exit HDIS!
Continue
Close

**This function is only needed should your data be corrupted due to a power failure. Please contact CHC Software if you have any questions or concerns.**

CHC **Software, Inc.**
**Health District Information Systems**
**helpdesk@hdis.org**

CHC **Software, Inc.**
**Health District Information Systems**
**helpdesk@hdis.org**